



City of  
**Rockville**  
Get Into It

City of Rockville  
Rockville, Maryland

## **INVITATION FOR BID 19-16 JANITORIAL SERVICES**

### **RESOLICITATION FOR IFB 10-16**

**BIDS DUE BY 2:00 P.M., MONDAY FEBRUARY 29, 2016**

**ISSUED BY:**

Jessie J. Woods, Buyer I  
Purchasing Division  
City of Rockville, City Hall  
111 Maryland Avenue  
Rockville, Maryland 20850  
Phone: (240) 314-8431  
Fax: (240) 314-8439

**A 5% Bid Bond is required for this Invitation for Bid  
A 25% Performance Bond is required for this Invitation for Bid**

Any individual with a disability who would like to receive the information in this publication in another form may contact the ADA Coordinator at 240-314-8100, TDD 240-314-8137

**MFD Outreach Program**

**It is the intent of the City of Rockville to increase opportunities for minority, female and disabled (MFD) owned businesses to compete effectively at supplying goods, equipment, and services to the City, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economic considerations. Suggested changes and MFD enhancements to this solicitation's requirements for possible consideration and/or inclusion in future solicitations are encouraged.**



**CITY OF ROCKVILLE  
111 MARYLAND AVENUE  
ROCKVILLE, MARYLAND**

**INVITATION FOR BID 19-16  
JANITORIAL SERVICES**

Sealed bids addressed to the City of Rockville, Maryland for **JANITORIAL SERVICES** will be received at the: **CITY OF ROCKVILLE, ATTN: PURCHASING OFFICE, 111 MARYLAND AVENUE, ROCKVILLE, MARYLAND 20850** until **MONDAY, FEBRUARY 29, 2016, BY 2PM,** at which time, the bids will be publicly opened and read aloud in the **BLUE CRAB Conference Room** at the same address.

The bidder assumes full responsible for the timely delivery to the designated location. Bids delivered to any other office or location will not be considered. All bids will be publicly open at the time set for the receipt of bid and read aloud in the **BLUE CRAB Conference Room** at the same address.

**PRE-BID CONFERENCE & SITE VISITS**

A **Mandatory Pre-Bid Meeting** is scheduled for **THURSDAY, FEBRUARY 11, 2016, 10AM**, in the BLUE CRAB Conference Room, first floor, 111 Maryland Avenue, Rockville, MD 20850. Failure to attend may result in a significant decrease in understanding of the scope of work.

**Attendance at the pre-bid conference is mandatory. Failure to attend this mandatory pre-bid conference shall result in bid disqualification. No exceptions.**

Due to the importance of all Offerors having a clear understanding of the specifications/scope of work for this solicitation, attendance at all site-visits are mandatory.

A map will be provided to all pre-bid attendees prior to the site visits.

A walking tour will commence immediately following the pre-bid meeting. The tour will include site visits to City Hall, Rockville Police Station and Annex, Courthouse Square Park and Monroe Street Elevator.

Upon completion of the walking tour, bidders are required to continue the site visits via their own transportation to the following locations: Rockville Swim and Fitness Center, Lincoln Park Community Center, Montrose Community Center (Day Care), Rockville Water Treatment Plant and Unity Bridge.

In order to continue in the spirit of fair competition, each Contractor shall be required to sign a sign-in sheet at each walking tour and site visit.

Contractors are **not** allowed to request further site visits after the day of the Pre-Bid, unless the site visit is made to public facilities listed within the IFB. Prior to visiting the public facilities, the Contract Administrator shall be contacted 48 hours in advance by the Contractor in order to alert City employees of the anticipated visit.

## **ADMINISTRATIVE BIDDING REQUIREMENTS AND INSTRUCTIONS**

### **1. Procurement Rules:**

- A. The City of Rockville has established for purposes of this Invitation for Bid (IFB) that the words “shall”, “must”, or “will” are equivalent in this IFB and indicate a mandatory requirement or condition, the material deviation from which will **not** be waived by the City. A deviation is material if, in the City’s sole discretion, the deficient response is not in substantial accord with this IFB’s mandatory requirements.
- B. The words “should” or “may” are equivalent in this IFB and indicate very desirable conditions, or requirements but are permissive in nature. Deviation from, or omission of, such a desirable condition or requirement will not in and of itself cause automatic rejection of a bid proposal, but may result in being considered as not in the best interest of the City of Rockville.
- C. To be considered for an award, the Bidder must agree to abide by each mandatory requirement included in this IFB.

### **D. Definitions:**

- 1. The term **“Invitation for Bid”** (IFB) means this invitation for you, the Bidder, to make an offer to the City of Rockville.
- 2. The terms **“bid”** and **“bid proposal”** means the offer submitted by you, the Bidder, in response to this IFB.
- 3. The term **“bidder”** means the entity making an offer to the City of Rockville in response to this IFB.
- 4. The term **“City”** means the City of Rockville.
- 5. The term **“Contractor”** means a bidder that is awarded a contract as a result of this IFB.
- 6. The term **“day”** means calendar day unless otherwise specified in this document.
- 7. The term **“dollar”** and the symbol **“\$”** means United States of America dollars.
- 8. The terms **“you”** and **“your”** means the same as the term “bidder” above.
- 9. All references to a time of day are references to the time in Montgomery County, Maryland, USA.

### **2. Proposed Schedule:**

- A. IFB release date – FRIDAY, FEBRUARY 5, 2016**
- B. Pre-bid and site visits (MANDATORY) - THURSDAY, FEBRUARY 11, 2016**
- C. Questions Due – THURSDAY, FEBRUARY 18, 2016 BY 2PM**
- D. IFB closing date – MONDAY, FEBRUARY 29, 2016 BY 2PM**
- E. Opening/Reading of bids – MONDAY, FEBRUARY 29, 2016, BY 2PM**

**SUBMISSION**

Bid submissions shall be provided in duplicate (one original and one copy). Bid must be submitted in a sealed container labeled as follows:

**JANITORIAL SERVICES**

**Name and address of Bidder**

Bid Number 19-16

Closing Date

**All bids are to be addressed and delivered by the date and time specified to:**

City of Rockville  
Attn: Jessie J. Woods, Buyer I  
Purchasing Division  
111 Maryland Avenue  
Rockville, Maryland 20850

**DEADLINE FOR QUESTIONS:**

Questions pertaining to this Bid shall be submitted no later than **THURSDAY, FEBRUARY 18, 2016, BY 2PM**. Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City in any way shape or form.

**BID RELATED QUESTIONS:**

Technical and contractual questions pertaining to this IFB prior to award shall be directed to:

Jessie J. Woods  
Buyer I  
City of Rockville  
Purchasing Division  
111 Maryland Avenue  
Rockville, MD 20850  
Telephone (240) 314-8431  
E-mail: [jessie.woods@rockvillemd.gov](mailto:jessie.woods@rockvillemd.gov)

**AWARD**

Award will be made to the lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid to include currently owned equipment, and mandatory pre-bid attendance, provided the bid price is reasonable and in the best interest of the City to accept.

Upon award, the City will issue a contract to the chosen bidder in an amount to be determined at the time of award based on available funding.

**ADDENDUM**

Oral answers to questions relative to interpretation of specifications or the proposal process will not be binding on the City.

To ensure fair consideration for all offerors, any interpretation made to prospective offerors will be expressed in the form of an addendum to the specifications, if such information is deemed necessary for the preparation of proposals or if the lack of such information would be detrimental to the uninformed offeror. Such addendums, if issued, will posted at the address listed below:

<http://rockvillemd.gov/business/bids.htm#bids>

Please note, that it is the bidder's responsibility to check this site frequently for Addendums, which may impact pricing, this documents requirements, terms and/or conditions. Failure to acknowledge an Addendum with your response may result in disqualification of proposal.

### **AGREEMENT**

The successful Contractor shall be required to complete a two party standard form of agreement. See sample contract on pages 59-60.

### **BID BOND**

A certified check or bid bond must accompany bids for five percent (5 %) of the amount of the bid, made payable to the Mayor and Council of Rockville. Failure to submit a bid deposit may result in rejection of the bid. Bid deposits will be returned to unsuccessful Bidders upon the award of the Contract.

Non-performance by the successful Bidder, or its failure to execute the agreement, meet the bond requirements and provide all required documents within fifteen (15) business days after the award, shall result in the bid deposit being forfeited to the City as liquidated damages.

### **PERFORMANCE BOND**

The successful Contractor shall provide a Performance Bond in the amount of twenty five percent (25 %) of the amount of the bid. See pages 61-62.

### **INSURANCE**

The successful Contractor shall meet all of the insurance requirements contained within this document. The Contractor shall be required to furnish a certificate of insurance to include endorsements for additional insured and waiver of subrogation.

### **NOTICE TO BIDDERS**

Companies not incorporated in the State of Maryland must be in compliance with the State of Maryland Code of Regulations Title 21, State Procurement Regulations in order to enter into a contract with the City. "Pursuant to 7-201 et seq. of the Corporations and Associations, Article of the Annotated Code of Maryland corporations not incorporated in the State, shall be registered with the Department of Assessments and Taxation, 301 West Preston Street, Baltimore, Maryland 21201 before doing any interstate or foreign business in this state. Before doing any intrastate business in this state, a foreign corporation shall qualify with the Department of Assessments and Taxation."

### **W-9 FORM REQUIRED**

Each bidder shall submit a completed W-9 form with their bid. In the event of contract award, this information is required in order to issue purchase orders and payments to your firm. A copy of this form can be down loaded from <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

### **US TREASURY IDENTIFICATION NUMBER**

Bidders must supply with their bids their U.S. Treasury Department Employers' Identification Number as such number is shown on their Employer's quarterly Federal Tax Return (U.S. Treasury Department Form No. 941). This number shall be inserted on the Bid Sheet in the space provided.

**QUALIFICATION TO CONTRACT WITH PUBLIC BODY**

Bidders must be qualified to bid in the state in accordance with Section 16-202(a) of the State Finance and Procurement Article of the Annotated Code of Maryland which ordains that any person convicted of bribery (upon acts committed after July 1, 1977) in furtherance of obtaining a contract from the State or any subdivision of the State of Maryland shall be disqualified from entering into a contract with the City.

**DISABILITY INFORMATION**

ANY INDIVIDUALS WITH DISABILITIES WHO WOULD LIKE TO RECEIVE THE INFORMATION IN THIS PUBLICATION IN ANOTHER FORM MAY CONTACT THE ADA COORDINATOR AT 240-314-8100, TDD 240-314-8137.

**ENVIRONMENTAL IMPACT**

It is the intent of the City of Rockville to purchase goods, equipment, and services having the least adverse environmental impact, within the constraints of its codified purchasing requirements, departmental needs, availability, and sound economic considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.



## CITY OF ROCKVILLE MARYLAND GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

NON-CONSTRUCTION – 9/2011

1. **TERMS AND CONDITIONS** The terms and conditions of this document govern in event of conflict with any terms of the bidder's proposal, and are not subject to change by reasons of written or verbal statement by the contractor unless accepted in writing. Words and abbreviations which have well known technical or trade meanings are used in accordance with such meanings.
2. **SUBMISSION OF BID** Unless otherwise specified in the solicitation, all bids are to be submitted in a sealed envelope to the Purchasing Office, 111 Maryland Avenue, Rockville, MD 20850. The envelope shall be clearly marked with the invitation for bid number. Unless otherwise specified, the following forms must be submitted:
  - Bid proposal page(s) in duplicate
  - Non-collusion/non-conviction affidavit
  - References, if requested
  - Other forms as requested in the document.

The bid proposal form must be typed or written in ink. Conditional bids and bids containing escalator clauses will not be accepted. All bids must be regular in every respect and no interlineation, exclusions, or special conditions shall be made or included. Bids must contain an original signature, in the space provided, of an individual authorized to bind the bidder.

3. **LATE BIDS** It is the bidder's responsibility to assure delivery of the bid at the proper time to the designated location. Bids delivered to any other office or location will not be considered.
4. **ADDENDUM** In the event that any addenda to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed in the addendum. It is the responsibility of the bidder to make inquiry as to addenda issued. Oral answers to questions relative to interpretation of specifications will not be binding on the City. Such addendums, if issued, will posted at: <http://rockvillemd.gov/business/bids.htm#bids>

Please note, that it is the bidders responsibility to check this site frequently for Addendums, which may impact pricing, this document's requirements, terms and/or conditions. Failure to acknowledge an addendum on the bid proposal form or to sign and return an Addendum with your response may result in disqualification of proposal.

5. **BID OPENING** All bids received in response to an Invitation for Bid will be opened at the date, time and place specified and publicly read. A tabulation of bids received are posted on the City's website: <http://www.rockvillemd.gov/business/bids.htm>
6. **ACCEPTANCE OF BIDS** Unless otherwise specified, the City will accept or reject any or all bids or any or all items within ninety (90) days after the date of bid opening, unless extended by mutual consent of all parties.
7. **BID WITHDRAWAL** Bids may be withdrawn or modified under the following circumstances:
  - a. Where a mistake is discovered before the bid opening, the bid may be modified or withdrawn by written or electronic notice received by the Purchasing Agent prior to the time set for bid opening.
  - b. Where a mistake is discovered after the bid opening but prior to contract award, a bid: 1) may be corrected where the error is made and the intended bid price can be determined solely from the bid documents submitted, and the Purchasing Agent determines that the mistake was inadvertent and bona fide;
  - c. May be withdrawn where the bid was submitted in good faith and the bid price is substantially lower than the other bids due solely to a clerical mistake therein as opposed to a judgment mistake and the mistake was due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which unintentional arithmetic error or unintentional omission can be clearly shown by objective evidence drawn from inspection of original work papers, documents and materials used in the preparation of the bid.
  - d. No bid may be withdrawn or award canceled when the result would be prejudicial to the interests of the City or fair competition.
  - e. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or business to whom the contract is awarded, or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.

- f. If a bid is withdrawn or award canceled under the authority of this section, the lowest remaining bid shall be deemed to be the low bid.
- g. Nothing herein shall prevent the City from rejecting all bids if deemed to be in the interest of the City or fair competition.
- 8. **BIDDER INTEREST IN MORE THAN ONE BID** Multiple bids received in response to a single solicitation from an individual, firm, partnership, corporation, affiliate, or association under the same or different names will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for a solicitation both as a bidder and as a subcontractor for another bidder, will result in rejection of all bids in which the bidder is interested. However, a firm acting only as a subcontractor may be included as a subcontractor for two or more bidders submitting a bid for the work. Any or all bids may be rejected if reasonable grounds exist for believing that collusion exists among any bidders. Bidders rejected under the above provisions shall be disqualified if they respond to a re-solicitation for the same work.
- 9. **PRICES** Bids must be submitted on a firm, fixed price, F.O.B. Destination basis only unless otherwise specified herein.
- 10. **ERRORS IN BIDS** When an error is made in extending total prices, the unit price will govern. Erasures in bids must be initialed by the bidder.
- 11. **TAX EXEMPTION** The City is exempt from the payment of any federal excise or any Maryland sales tax.
- 12. **SPECIFICATIONS** Bidders are expected to be thoroughly familiar with all bid documents, including all addenda. No consideration will be granted for any alleged misunderstanding of the intent of the contract documents. In the process of assembling and binding the bid documents individual pages or drawings may have been inadvertently omitted. Each bidder shall carefully and thoroughly examine these bid documents for completeness. No claim of any bidder will be allowed on the basis that bid documents are incomplete.
- 13. **BID AWARD** Award will be made to lowest responsive and responsible bidder complying with all provisions of the Invitation for Bid, provided the price is reasonable and in the best interest of the City to accept. The City reserves the right to award by individual commodities/services, group, all or none or any combination thereof. When a group is specified, all items in the group must be bid.

In determining the responsibility of a bidder, the following criteria will be considered:

- a. The ability, capacity and skill of the bidder to perform the contract or provide the services required;
- b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
- c. The character, integrity, reliability, reputation, judgment, experience and efficiency of the bidder;
- d. The quality of performance on previous contracts or services;
- e. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service;
- f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- g. The quality, availability and adaptability of the goods or services to the particular use required;
- h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- i. Whether the bidder is in arrears to the City or a debt or contract or is in default on a surety to the City;
- j. Such other information as may be secured by the City having a bearing on the decision to award the contract.
- 14. **MULTI-YEAR BIDS** Multi-year contracts may be continued each fiscal year only after funding appropriations have been granted. In the event necessary funding appropriation is not granted, the multi-year contract shall be null and void, effective July 1st of the affected year. Should the vendor decline the City's right to exercise any option period, the City may consider the vendor in default, which may affect that vendor's eligibility for future contracts.
- 15. **BIDDER'S PAYMENT TERMS** The City will reject as non-responsive a bid under this solicitation, which is conditioned on payment of proper invoices in less than thirty (30) days. However, this does not preclude a bidder from offering a prompt payment discount for payment of proper invoices in less than thirty (30) days.
- 16. **INTERPRETATION** Any questions concerning terms, conditions and definitions of the contract and bidding regulations shall be directed in writing to the Purchasing Agent. The submission of a bid shall be prima facie evidence that the bidder thoroughly understands the terms of the contract documents. The Contractor shall take no advantage of any error or omission in these contract documents.
- 17. **BRAND NAME OR EQUAL** Identification of an item by manufacturer's name, trade or brand name, or catalog number is for information and establishment of a quality level desired and is not intended to restrict competition. Bidders may offer any brand which meets or exceeds the specification, unless 'brand name only' is specified. Bids on other makes and/or models will be considered provided the bidder clearly states on the proposal what is being proposed and forwards with the bid complete descriptive literature indicating how the characteristics of the article being offered will meet the specifications. The City reserves the right to accept or reject items offered as an equal.
- 18. **EXECUTION OF AGREEMENT** Subsequent to award and within fifteen (15) calendar days after the prescribed forms are presented to the Contractor, the Contractor shall execute and deliver to the City the required Agreement and other forms as requested. Failure of the successful bidder to execute the Agreement and supply other required forms within fifteen (15) calendar days shall constitute a default. The City may either award the contract to the next low responsive and responsible bidder or re-advertise the bids, and may charge against the original bidder the difference between the amount of the bid and the amount for which a contract for the work is subsequently executed. If a more favorable bid is received by a re-advertising, the defaulting bidder shall have no claim against the City for a refund.



19. **PLACING OF ORDERS** Orders against contracts will be placed with the Contractor on a Purchase Order (or Procurement Card - Mastercard) executed by the Purchasing Agent or designee. Where Master Agreements have been released by the City, orders may be placed directly with the Contractor by authorized personnel in the ordering Department(s).
20. **MATERIALS** All materials shall be new and free from defects. They shall be standard products of current manufacture. Unless otherwise noted in the contract documents, the Contractor shall abide by specific manufacturer instructions and recommendations on installation and operation.
21. **DELIVERY** Time is of the essence. All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information: 1) the Purchase Order number, 2) Name of the Article and Stock Number, 3) Quantity Ordered, 4) Quantity Shipped, 5) Quantity Backordered, and 5) Name of Contractor.
22. **TRAVEL TIME**  
No payment for travel time to or from the job site shall be charged. Charges begin when the Contractor arrives at each job site and end when the Contractor leaves the job site. The Contract Administrator will verify time records.
23. **BILLING** Unless otherwise specified invoices are to be submitted to the "Bill To" address on the Purchase Order immediately upon completion of the shipment or services.
24. **PAYMENT** Payment shall be made after satisfactory performance of the contract/complete delivery in accordance with all of the provisions thereof, and upon receipt of a properly complete invoice. The City reserves the right to withhold any or all payment or portions thereof for Contractor's failure to perform in accordance with the provision of the contract or any modification thereto. The acceptance by the Contractor of the final payment made as aforesaid, shall operate as and be a release to the City and every officer and agent thereof, from all claims by and liabilities to the Contractor for anything done or furnished for or relating to or affecting the work under the contract.
25. **TRANSFER OF TITLE** The Contractor warrants that title to all work, materials and equipment will pass to the City upon the receipt of payment by the Contractor, free and clear of all liens, claims, interests or encumbrances.
26. **DEFECTIVE MATERIALS/WORKMANSHIP** Defective or unsuitable materials or workmanship shall be rejected and shall be made good by the Contractor. If the work shall be found to be defective or to have been damaged before final acceptance, the Contractor shall make good such defect in a manner satisfactory to the City, without extra compensation even though said defect or injury may have not been due to any act or negligence of the Contractor.
27. **CHANGES IN QUANTITIES/ITEMS** The City reserves the right to add or delete any item(s) from the bid in whole or in part at the City's discretion as given in the Bid or Proposal wherever it deems it advisable or necessary so to do and such changes shall in no way invalidate the contract nor affect the bid prices for any item or remaining work. Unit prices submitted in the bid shall not be increased or decreased regardless of changes in quantity. The City may waive minor differences in specifications in bids provided these differences do not violate the specifications' intent nor materially affect the operation for which the items or services are being purchased  
  
The Contractor will be paid for the actual amount of authorized work done or material furnished under any item of the bid at the price bid and stipulated for such item. In case any quantity is increased, the Contractor shall not be entitled to any increased compensation over and above the unit price bid for such item, or any claim for damages on account of loss of anticipated profits should any quantities be decreased. The Contractor shall be responsible for confirming the accuracy of the specified quantities prior to ordering materials or supplies and the City's payment shall be based on the actual quantities incorporated in the work and not the quantities specified in the bid document. The quantities must not exceed the contract specified quantities without specific written authorization of the Purchasing Agent and it is the Contractor's responsibility to obtain said authorization.
28. **DISPUTES** Except as may otherwise be provided by the final agreement, any dispute concerning a question of fact arising under the agreement signed by the City and the Contractor which is not disposed of by the final agreement shall be decided by the City Manager. The Contractor shall be afforded the opportunity to be heard and offer evidence in support of the claim. Pending final decision of the dispute herein, the Contractor shall proceed diligently with performance under the agreement signed by the City and the Contractor. The decision of the City Manager shall be final and conclusive.
29. **EXTRA COSTS** If the Contractor claims that any instructions by the contract documents or otherwise involve extra compensation or extension of time, a written protest must be submitted to the Purchasing Agent within ten (10) calendar days after receipt of such instructions and before proceeding to execute the work, stating in detail the basis for objection. No such claim will be considered unless so made.
30. **LEGAL REQUIREMENTS** All materials, equipment, supplies and services shall conform to applicable Federal, State, County and City laws, statutes, rules and regulations. The Contractor shall observe and comply with all Federal, State, County and City laws, statutes, rules and regulations that affect the work to be done. The provisions of this contract shall be governed by the laws of the State of Maryland.
31. **INDEMNIFICATION OF THE MAYOR AND COUNCIL** The Contractor shall indemnify and save harmless the Mayor and Council from all suits, actions and damages or costs, of every name and description to which the Council may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the Contractor, or subcontractors or agents thereof.
32. **ETHICS REQUIREMENTS** In accordance with the City's financial disclosure and ethical conduct policy and/or ordinances a prerequisite for payment pursuant to the terms of this contract is that the Contractor may be required to furnish explicit statements, under oath, that the City Manager, and/or any other officer, agent, and/or employee of the City, and any member of the governing body of the City of Rockville or any member or employee of a Commission, Board, or Corporation controlled or

appointed by the City Council, Rockville, Maryland has not received or has not been promised directly or indirectly any financial benefit by way of fee, commission, finder's fee, or in any other manner, remuneration arising from directly or indirectly related to this contract, and that upon request by the City Manager, or other authorized agent, as a prerequisite to payment pursuant to the terms of this contract, the Contractor will furnish to the Mayor and Council of the City of Rockville, under oath, answers to any interrogatories to a possible conflict of interest has herein embodied.

33. **TERMINATION FOR CAUSE** The contract may be cancelled or annulled by the City in whole or in part by written notice of default to the Contractor upon nonperformance or violation of contract terms and an award made to next low Bidder, or, articles specified may be purchased on the open market similar to those so terminated. In either event, the defaulting Contractor or his surety shall be liable to the City for costs to the City in excess of the defaulted contract prices.
34. **TERMINATION FOR CONVENIENCE** This Contract may be terminated, in whole or in part, upon written notice to the Contractor when the City determines that such termination is in its best interest. The termination is effective 10 days after the notice is issued, unless a different time is given in the notice. The City is liable only for payment for goods and services delivered and accepted or approved by the City prior to the effective date of the termination.
35. **EMPLOYEES** The Contractor shall employ only competent, skillful persons to do the work, and whenever the Project Manager shall notify the Contractor in writing that any person employed on the work is, in his opinion, incompetent, disobedient, disorderly, discourteous or otherwise unsatisfactory, such person shall be discharged from the work and shall not again be employed for this contract except with the consent of the Project Manager.
36. **LANGUAGE** If applicable, the Contractor shall appoint one or more crewmembers or supervisors to act as liaison with the City and emergency services personnel. All liaisons shall be fluently bilingual in English and the Contractor's employees' language(s), and at least one liaison shall be present at each work site at all times when any of the Contractor's employees or agents are at the site.
37. **SENSITIVE DOCUMENTS** Sensitive documents (either electronic or hardcopy documents dealing with critical facilities or sensitive information) received from the City must be handled consistent with the terms of non-disclosure required for application. Contractor is responsible to restrict use of sensitive documents to project participants only and shall take appropriate measure to prevent distribution of sensitive document to anyone inside or outside of the Contractor's company except Contractor's project participants. After completion of the project, all sensitive document remaining in the Contractor's possession shall continue to be governed under the terms of non-disclosure and must continue to be stored in a secure manner. After such records are no longer needed for record purposes, the records shall be destroyed or returned to the City.
38. **DOCUMENTS, MATERIALS AND DATA** All documents materials or data developed as a result of this contract are the City's property. The City has the right to use and reproduce any documents, materials and data, including confidential information, used in the performance of, or developed as a result of this contract. The City may use this information for its own purposes, including reporting to state and federal agencies. The Contractor warrants that it has title to or right to use all documents, materials or data used or developed in connection with this contract. The Contractor must keep confidential all documents, materials and data prepared or developed by the Contractor or supplied by the City.
39. **IMMIGRATION REFORM AND CONTROL ACT** The Contractor awarded a contract pursuant to this bid shall warrant that it does not and shall not hire, recruit or refer for a fee, for employment under the contract, an alien knowing the alien is an unauthorized alien and hire any individual without complying with the requirements of the Immigration Reform and Control Act of 1986 (the Act), including but not limited to any verification and record keeping requirements. The Contractor shall further assure the City that, in accordance with the Act, it does not and will not discriminate against an individual with respect to hiring, or recruitment or referral for a fee, of the individual for employment or the discharging of the individual from employment because of such individual's national origin or in the case of a citizen or intending citizen, because of such individual's citizenship status.
40. **EQUAL EMPLOYMENT OPPORTUNITY** The Contractor will not discriminate against any employee or applicant because of race, creed, sex, national origin or disability. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, sex, national origin or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment, layoff or termination, rates of pay or other form of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause

If the Contractor fails to comply with nondiscrimination clauses of this contract or fails to include such contract provisions in all subcontracts, this contract may be declared void AB INITIO, cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further contracts with the City of Rockville. Any employee, applicant for employment, or prospective employee with information concerning any breach of these requirements may communicate such information to the City Manager who shall commence a prompt investigation of the alleged violation. Pursuant to such investigation, the Contractor will permit access to the Contractor's books, records, and accounts. If the City Manager concludes that the Contractor has failed to comply with nondiscrimination clauses, the remedies set out above may be invoked.

41. **PERMITS AND REGULATIONS** Unless stipulated elsewhere in these specifications, the Contractor shall be responsible for obtaining and paying for all applicable permits. Where signatures of the City are required in connection with the obtaining of such permits, certificates, etc., the Contractor shall prepare the proper paperwork and present it to the City for signature. City of Rockville Permit fees shall be waived. If the Contractor ascertains at any time that any requirement of this contract is at variance with applicable laws, ordinances, regulations and/or building codes, notification to the Project Manager shall be made immediately and any necessary adjustment to the contract shall be made. Without proper notice to the Project Manager, the Contractor shall bear all costs arising from the performance of work the Contractor knows to be contrary to such laws, ordinances, etc.

42. **SERVICE OF NOTICES** The mailing a written communication, notice or order, addressed to the Contractor at the business address filed with the City, or to his office at the site of the work shall be considered as sufficient service upon the Contractor of such communication, notice or order; and the date of said service shall be the date of such mailing. Written notice shall also be deemed to have been duly served if delivered in person to the individual or member of the firm or to any officer of the corporation for whom it was intended if delivered or sent by registered or certified mail to the last known address.
43. **PATENT RIGHTS** Whenever any article, materials, equipment, process, composition, means, or things called for by these specifications is covered by letters of patent, the successful bidder must secure, before using or employing such article, material etc., the assent in writing of the Owner or Licensee of such Letters of Patent and file the same with the City.

The said assent is to cover not only the use, employment, and incorporation of said article, material, equipment, process, composition, combination, means, or thing in the construction and completion of the work but also the permanent use of said article, material, etc., thereafter by or on behalf of the City, in the operation and maintenance of the project for the purposes for which it is intended or adapted. The Contractor shall be responsible for any claims made against the City, its agents and employees or any actual or alleged infringement of patents by the use of any such patented articles, etc., in the construction and completion of the work, and shall save harmless and indemnify the City, its agents and employees from all costs, expenses, and damages, including Solicitor's and Attorney's fees which the City may be obligated to pay by reason of any actual or alleged infringement of patents used in the construction and completion of the work herein specified.
44. **ABANDONMENT OF OR DELAY IN WORK** If the work under the contract shall be abandoned by the Contractor, or if at any time the City shall be of the opinion and shall so certify, in writing, to the Contractor, that the performance of the contract is unnecessarily or unreasonably delayed, or that the Contractor has violated any of the provisions of the contract or is executing the same in bad faith or if the work is not fully completed within the time specified for its completion, together with such extension of time as may have been granted, the City by written notice, may order the Contractor to discontinue all work there under, or any part thereof, within the number of days specified on such notice. At the expiration of said time the Contractor shall discontinue the work, or such part thereof, and the City shall have the power, by contract, or otherwise, to complete said work and deduct the entire cost thereof from any monies due or to become due the Contractor under the contract. For such completion of work the City may, for itself or its Contractor, take possession of and use or cause to be used any or all materials, tools, and equipment found on the site of said work. When any part of the contract is being carried on by the City, as herein provided, the Contractor shall continue the remainder of the work in conformity with the terms of the contract and in such manner as not to interfere with the City's workmen.
45. **SUBLETTING OR ASSIGNING OF CONTRACT** The City and the Contractor each bind themselves, their partners, successors, assigns and legal representatives of such other parties in respect to all covenants, agreements, and obligations contained in the contract documents. Neither party to the contract shall sublet, sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of the work provided for therein, or of his right, title or interest therein to any person, firm or corporation without the written consent of the other party, nor shall the Contractor assign any monies due or to become due hereunder without the previous written consent of the City.
46. **SUBCONTRACTING** When allowed, bidders who intend to subcontract any portion of the work including delivery, installation or maintenance will submit to the City prior to the start of work: 1) a description of the items to be subcontracted, 2) all subcontractor names, addresses and telephone numbers and 3) the nature and extent of the work utilized during the life of the contract. This does not relieve the contractor from the prime responsibility of full and complete performance under the contract. There shall be no contractual relationship between the City and any subcontractor.
47. **NO WAIVER OF CONTRACT** Neither the acceptance by the City nor any order, measurement, certificate or payment of money, of the whole or any part of the work, nor any extension of time nor possession taken by the City shall operate as a waiver of any portion of the contract, or any right to damage therein provided. The failure of the City to strictly enforce any provision of this contract shall not be a waiver of any subsequent breach of the same or different nature.
48. **MEASUREMENT OF WORK AND MATERIAL** The work and material to be paid for will be measured and determined by the City according to the specifications and drawings. No allowance will be made for any excess above the quantities required by the specifications and drawings on any part of the work, except where such excess material has been supplied or work done by order of the City and in the absence of default or negligence on the part the Contractor. Should the dimensions of any part of the work or of the materials be less than those required by the drawings or the directions of the City, only the actual quantities placed will be allowed in measurement.
49. **CONTINGENT ITEMS & QUANTITIES** Items and quantities identified as being contingent are provided in the contract for use when and as directed by the City. These items are established for the purpose of obtaining a bid price. The quantities for these contingent items may be increased or decreased without any adjustment to the contract unit price bid or the contingent items may be deleted entirely from the contract by the City. The Contractor shall submit no claim against the City for any adjustment to the contract unit price bid, should the contingent items be increased, decreased or eliminated entirely. Payment for any contingent items used will be made on the basis of the quantities as actually measured and as specified in the Specifications.
50. **GUARANTEE PERIOD** The Contractor shall warrant and guarantee the work required under this contract for a period of twelve (12) months from the date of Final Acceptance. The Contractor warrants and guarantees to the City, that materials and equipment furnished under the contract shall be of good quality and new unless otherwise required or permitted by the contract documents, that all work will be in accordance with the contract documents, and that all work will be of good quality, free from faults and defects. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the City, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

The Contractor's obligation to perform and complete the work in a workmanlike manner, free from faults and defects and in accordance with the contract documents shall be absolute. The Contractor shall remedy, at his own expense, and without additional cost to the City, all defects arising from either workmanship or materials, as determined by the City, or City's

representative. The obligations of the Contractor under this Paragraph shall not include normal wear and tear under normal usage.

If the Contractor does not, within ten (10) days after notification from the City, signify his intention in writing or inaction to correct work, as described above, then the City may proceed with the work and charge the cost thereof to the account of the contract as herein before provided.

Warranty documents shall be furnished by the Contractor and shall be delivered to the City before final payment is made.

51. **NOTIFICATION TO OTHER AGENCIES** The Contractor will be responsible for notifying all concerned agencies affected by the work a minimum of 48 hours in advance of any activity, as prescribed by said agencies, including, but not limited to: the Washington Gas, PEPCO, Verizon Comcast Cable, Transcontinental Gas, City of Rockville Utilities Division, Montgomery County Government, State Highway Administration and the Washington Suburban Sanitary Commission. The Contractor must notify MISS UTILITY at 1-800-257-7777 a minimum of 72 hours and no more than 5 working days prior to removal of any pavement or beginning any excavation. There shall be no measurement or direct payment to the Contractor for such notification, working around, the protection of, or repair of damage to such existing utilities caused by the proposed construction activities directly or indirectly.

**INSURANCE REQUIREMENTS REV2 (09/08)**

Prior to the execution of the contract by the City, the Contractor must obtain at their own cost and expense and keep in force and effect during the term of the contract including all extensions, the following insurance with an insurance company/companies licensed to do business in the State of Maryland evidenced by a certificate of insurance and/or copies of the insurance policies. The Contractor's insurance shall be primary.

The Contractor must submit to the Purchasing Division, 111 Maryland Avenue, Rockville, MD 20850 a certificate of insurance prior to the start of any work. In no event may the insurance coverage be less than shown below.

Unless otherwise described in this contract the successful contractor and subcontractors will be required to maintain for the life of the contract and to furnish the City evidence of insurance as follows:

**MANDATORY REQUIREMENTS FOR INSURANCE**

Contractor's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the Contractor's insurance and shall not be called upon to contribute with it.

<b>Type of Insurance</b>	<b>Amounts of Insurance</b>	<b>Endorsements and Provisions</b>
<b>1. Workers' Compensation</b> <b>2. Employers' Liability</b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease: \$500,000 policy limits  Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
<b>3. Commercial General Liability</b> a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <i>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i>
<b>Automobile Liability</b> a. All Owned Autos b. Hired Autos <b>4. Non-Owned Autos</b>	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <b>Form CA20 48 02 99 form to be both signed and dated.</b>
<b>5. Excess/Umbrella Liability</b>	Each Occurrence/Aggregate: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage.
<b>6. Professional Liability</b> (if applicable)	Each Occurrence/Aggregate: \$1,000,000	

Alternative and/or additional insurance requirements, when outlined under the special provisions of this contract, shall take precedence over the above requirements in part or in full as described therein.

**POLICY CANCELLATION**

No change, cancellation or non-renewed shall be made in any insurance coverage without a thirty (30) day written notice to the City Purchasing Division. The Contractor shall furnish a new certificate prior to any change or cancellation date. The failure of the Contractor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

**ADDITIONAL INSURED**

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the Contractor's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under this contract. Additionally, The Mayor and Council of Rockville must be named as additional insured on the Contractor's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

**CERTIFICATE HOLDER**

The Mayor and Council of Rockville  
IFB 19-16, JANITORIAL SERVICES  
City Hall  
111 Maryland Avenue  
Rockville, MD 20850

## SPECIAL PROVISIONS

### 1. PURPOSE AND LOCATIONS

The purpose of this solicitation is to establish a requirements contract for routine and emergency janitorial services at City facilities. Contractor shall provide all labor, materials, equipment, and quality control inspection for the complete, satisfactory, and high quality janitorial service for the following locations located in the City of Rockville:

	LOCATION	ADDRESS	SIZE & NUMBER OF LEVELS
1	City Hall	111 Maryland Avenue	44,445 square feet : 3 levels
2	Rockville Swim Center	355 Martins Lane	6,145 square feet : 2 levels
3	Monroe Street Elevator and Promenade	50 Monroe Street	3419 square feet : 2 levels
4	Water Treatment Plant	10930 Sandy Landing Road Potomac, MD	3,960 square feet : 2 levels
5	Lincoln Park Community Center and Gym	357 Fredrick Road	12,527 square feet : 2 levels
6	Montrose Community Center	451 Congressional Lane	3258 square feet : 1 level
7	City Police Station	2 West Montgomery Avenue	10,150 square feet : 4 levels
8	City Police Station Annex	2 West Montgomery Avenue	13070 square feet : 3 levels
9	Unity Bridge	End of Frederick Avenue Over Metro tracks to Route 355	600' linear feet
10	Courthouse Square Park	Maryland Ave at West Montgomery Avenue	1.5 acre park area

### 2. CONTRACT VALUE

This is a requirements contract for providing a readily available source to serve at the City's discretion for services specified in this invitation for bid. The quantities provided are the City's best estimate and are not to be taken as a guarantee for any specific dollar expenditure. The City of Rockville reserves the right to increase or decrease quantities if deemed necessary.

### 3. CONTRACT TERM

The initial contract term shall be from May, 2016 through May, 2018 with an option to extend the contract for three (3) additional one-year periods at a time through May, 2021.

Multiyear contracts may be continued each fiscal year only after funding appropriation and program approval have been granted by the Mayor and Council of Rockville. In the event funding is not granted, the affected multiyear contract becomes null and void, effective July 1 of the fiscal year for which such approvals have been denied.

Should the Contractor decline the City's right to exercise any option period, the City may consider the vendor in default which may affect that vendor's eligibility for future contracts.

#### **4. PRICE ADJUSTMENTS**

All prices quoted must be held firm for the first two (2) initial contract years through May, 2018.

Prices quoted shall include all direct and indirect overhead costs including but not limited to transportation, general and administrative costs, taxes, materials, insurance and equipment normal and customary to the trade.

A request for price adjustment is subject to approval or rejection by the City. A request for price adjustment from a Contractor will not be approved unless the Contractor submits to the City sufficient justification to support the Contractor's request.

A request for price adjustment may not be approved which exceeds the amount of the annual percentage change of the Consumer Price Index (CPI) for the twelve-month period immediately prior to the date of the request. The request shall be based upon the CPI for all urban consumers issued for the Washington, DC Metropolitan Area by the United States Department of Labor's Bureau of Labor Statistics for the specific commodity or service group being provided by the Contractor under this contract. The request for the increase must be accompanied with supporting documentation justifying the requested price adjustment.

A price increase, if approved, shall be effective sixty (60) days from the date of receipt of the Contractor's request and shall be in effect for a period of one year.

#### **5. SITE INSPECTION**

The bidder is expected to have become familiar with and take into consideration, during the mandatory pre-bid meeting, site conditions which may affect the work and check all dimensions at each site.

Each bidder shall acquaint themselves thoroughly as to the character and nature of the work at each location. Each bidder furthermore shall make a careful examination of the site and inform themselves fully as to the difficulties to be encountered in performance of the work.

No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigation and examination, will be accepted as an excuse for failure or omission on the part of the contractor to fulfill in every detail all requirements set forth herein.

The bidder, in carrying out the inspections, shall employ methods or means as to not cause interruption of or interference with the work of any other contractor, or City personnel at the site.

#### **6. SUBCONTRACTING**

There shall be **NO** subcontracting or assignment of work delegation. No exceptions.

#### **7. OFFICE AND COMMUNICATIONS SYSTEM**

For calls outside the normal City working hours (nights, weekends, and holidays), the Contractor shall provide a contact name and telephone number, or provide the telephone number to a voice mail paging system or answering service. Messages left on voice mail paging system or with an answering service must be responded to within 30 minutes after the call is received.

#### **8. REFERENCES**

Bidder shall provide five (5) current commercial business references (see Reference form pages 56-57). Requirements for each reference is that they must be of similar size, at a minimum 200,000 total square feet, in which similar janitorial service has been provided preferably to a local, county, state or federal government, a major housing development, college campus or business park. Minimum single facility size is 3,000 square feet.



References shall be where the bidder is the primary Contractor, no subcontracted work shall be considered as a reference for this IFB.

Bidder shall have a well established reputation with a minimum of five (5) consecutive years in providing janitorial services similar to services specified in this invitation to bid.

Bidder shall submit a company financial statement for the past two (2) years with the bid submittals.

## **9. EMPLOYEES**

Contractor shall maintain a fully qualified work force and shall make available throughout the period of the contract a sufficient number of employees to perform all required services within the hours indicated in the schedule.

Contractor's employees shall be thoroughly trained and instructed as to the required duties and methods of performance for each location serviced. All employees, while on site, shall receive close and continuing first line supervision. Additionally, all employees shall maintain a courteous and respectful attitude toward the public and City personnel at all times. At no time shall there be any soliciting or requesting of gratuities of any type.

Contractor's employees shall work quietly and unobtrusively to avoid interfering with the work environment of the locations being serviced during normal business hours.

Within ten (10) days of award, the successful Contractor shall furnish to the Contract Administrator a list of names of the employees assigned to the contract. An updated list shall be submitted to the Contract Administrator when changes of employees occur.

Contractor shall obtain and maintain criminal background checks on all employees assigned to this contract prior to the start of the contract or upon employment during the contract period. Contractor shall inform the City of Rockville of any criminal convictions of any type, for any contract employee, prior to the start of the contract. Contractor shall provide copies of the background checks to the Contract Administrator ten (10) days prior to the start of the contract or if a new employee, ten (10) days prior to beginning work at any City location.

The City may require the dismissal of any employee who the City determines, at its sole discretion, as incompetent, careless, insubordinate, or who violates any governmental law, rule or regulation in a City facility. The City may require at its sole discretion, reassignment and restricted access of any employee the City believes may be a security risk.

Photo identification cards will be provided by the City of Rockville to the Contractor's employees.

## **10. SUPERVISOR**

Contractor's supervisors shall be thoroughly familiar with all phases of the contract work and shall possess a minimum of two (2) years of supervisory experience managing janitorial crews and overseeing janitorial services. The Contract Administrator shall review each supervisor's qualifications and should a supervisor lack the necessary qualifications, the Contractor shall replace such supervisor with a more qualified person. Supervisors shall be well qualified to operate all equipment under their charge and be able to train the Contractor's employees in its operation.

Contractor's supervisor(s) must be able to understand and communicate in English both spoken and written.

Contractor's supervisor(s) shall each day be responsible for inspecting and confirming that each location was properly cleaned according to the frequency and cleaning specifications of this bid.

Contractor's supervisor must be on site at all times when cleaning City Hall, the Police Station and Police annex locations.

When servicing the Police Department, Police Department Annex and Water Treatment Plant after normal business hours, the Contractor's employees shall be required to sign in at the location.

## **11. UNIFORMS**

Contractor's employees must wear uniforms at all times while on City property identifying the Contractor's business name and the employees name. Photo identification cards must be worn at all times while working in City Hall, Rockville Police Station, Rockville Police Annex and Water Treatment Plant.

Contractor and his employees, while on City property, must comply with the Maryland Occupational Safety and Health Act (MOSHA) of 1973 and any amendment thereof.

Any articles found by the Contractor's employees while on a City property shall be turned into the Contract Administrator or designee who will take responsibility of the found property.

## **12. EQUIPMENT**

Contractor shall furnish and maintain all equipment necessary to perform the janitorial services as outlined in this bid under Attachment #2, page 53.

The equipment must be of sufficient quality to meet or exceed requirements for commercial/industrial cleaning. All equipment shall be in good, safe working condition and properly maintained throughout the term of the contract.

**Contractor shall have physical possession of all required equipment prior to award.** Prior to award at a central location, the Contract Administrator shall require a walk-through for inspection of all pre-award required equipment that shall be used for this contract. The Contractor and the Contract Administrator shall cooperatively map out a meeting location prior to award of this contract in order for the inspection of required equipment to take place. The City of Rockville reserves the right to inspect the Contractor's equipment at any time prior to and/or after the award of the contract. Any equipment determined to be in poor condition shall be replaced immediately (before the next scheduled cleaning) at the Contractor's expense.

Contractor shall furnish a proposed list of equipment with the bid including the manufacturer and model along with the quantity currently owned by the Contractor (see Attachment 2 – page 52). The City reserves the right to make currently pre-award possessed equipment one of the deciding award factors.

## **13. ACCIDENT PREVENTION AND PROTECTION OF FACILITIES AND OCCUPANTS**

Precautions shall be exercised at all times for the protection of persons and property. Contractor performing services under this contract shall conform to all relevant OSHA, State, County, and City regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be borne solely by the Contractor.

Barricades and/or signage shall be provided and posted by the Contractor when work is performed in areas traversed by persons, or when deemed necessary by the Contract Administrator. When washing or waxing floors, warning signs must be placed in the area

making the public aware of the conditions of the floor. Signs shall remain in place until floors have thoroughly dried. Once dry, signs shall be removed and stored in janitorial closets (if applicable) or with the Contractor.

Contractor shall provide for a neat, clean, and safe environment at all times. All vehicles, trailers, and other equipment must be in proper working order. Contractor's vehicles must be clearly marked with the company's name and/or logo.

Contractor shall take all necessary precautions to protect existing City equipment, Contractor's equipment, City facilities, and occupants from damages or harm caused by any work.

Damage by the Contractor to any person or property, public or private, shall be repaired and/or compensated by the Contractor, at no cost to the City. Any damages or injuries shall be reported to the Contract Administrator, in writing, within 24 hours of occurrence.

Prior to leaving the building and/or completed section of the location being serviced, it shall be the responsibility of the Contractor to close and lock all windows, turn off all lights (except if otherwise directed) and securely fasten and/or lock all doors.

Contractor shall leave work site clean and free of any tools and other materials related to the work.

Contractor shall prohibit employees from disturbing papers on desks, opening desk drawers or cabinets, using computers, telephones, office equipment or any other equipment located in offices.

#### **14. QUALITY CONTROL**

A daily visual inspection of all sites shall be made of all areas by the Contract Administrator to ensure that a high-quality standard of cleaning is being maintained. The City reserves the right to use a checklist of duties for any location if deemed necessary.

#### **15. STORAGE**

Contract Administrator shall provide the Contractor designated on-site storage areas to store cleaning materials and supplies. Contractor shall maintain the storage areas in hazard-free, neat, clean and safe condition.

#### **16. ACCESS TO LOCATIONS**

Contractor will be given access to all locations by the Contract Administrator. The Contract Administrator will provide the Contractor either a key or key code to access the locations. Contractor shall be responsible for the safe keeping of all keys and key codes while in their custody and shall **not** be shared with any persons other than the Contractor's employees.

Contractor shall report all lost or stolen keys to the Contract Administrator within twenty-four (24) hours after discovery of the loss. Contractor shall reimburse the City for the total cost, as determined by the City, for re-keying the facility or for duplicating additional keys.

Upon expiration or termination of the contract, the Contractor shall immediately return all City issued keys, badges and cards to the Contract Administrator.

Contractor shall be responsible for any lost keys, card keys and any inherent damages (i.e. re-keying of whole facility). The decision to re-key the whole facility is solely that of the City.

Upon completion of the contract, final payment shall be withheld until all issued keys, badges and cards are returned to the Contract Administrator.

## 17. WORK SCHEDULE

The City requires that all routine work be scheduled according to days and hours as specified below for each facility. The City observes the following holidays:

New Year's Day	Martin Luther King's Birthday	
Presidents Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

The following are facilities that will remain open on City holidays (with the exception of Thanksgiving and Christmas Day) and will require performance of routine janitorial service at no additional cost to the City. These facilities are:

Rockville Swim Center, Lincoln Park Community Center, Rockville Police Department, Rockville Police Annex and the Water Treatment Plant.

## 18. RATES AND EMERGENCY SERVICE

All labor rates for additional and/or emergency work requested on this bid shall be inclusive of all labor, equipment, materials, tools, incidentals and any charge necessary to complete the work. (See pricing page 46). No additional charges for mobilization, demobilization, equipment transport, fuel, fuel surcharges, disposal fees/increases, travel time, mileage or wait time will be allowed.

Contractor shall be available for emergency janitorial service work 365 days a year, 24 hours a day, and shall respond to the Contract Administrator within one (1) hour following notification and work shall commence service within two (2) hours.

## 19. INVOICES

Contractor shall submit an invoice at the end of each month to the City of Rockville.

The Contractor shall be responsible for clearly identifying all items and services provided on all invoices by using descriptive words and including locations serviced.

Prices/discounts shall **not** include Federal, State or Local taxes. The City's tax exemption certificates will be issued at time of award.

Invoices shall be sent to:

City of Rockville  
 Parks and Facilities  
 Attn: Alex Kramer, Management Assistant  
 14625 Rothgeb Drive  
 Rockville, Maryland 20850-2364  
 Phone: (240) 314-8712  
 Fax: (240) 314-8719  
 Email: [akramer@rockvillemd.gov](mailto:akramer@rockvillemd.gov)

Payments of invoices will be made upon the inspection and acceptance by the Contract Administrator. Should any portion of the service not meet the City's acceptance, payment shall be adjusted.

## **20. DEFICIENCIES IN WORK**

Contractor shall promptly correct all apparent and latent deficiencies and/or defects in work, and/or any work that fails to conform to the contract requirements. All corrections shall be made within two (2) calendar days after such rejected defects, deficiencies and/or non-conformances are verbally reported to the Contractor by the Contract Administrator. The Contractor shall bear all costs of correcting such rejected work. If the Contractor fails to correct the work within the period specified the City may, at its discretion, notify the Contractor, in writing, that the Contractor is subject to contractual default if the corrections are not completed to the satisfaction of the City within three (3) calendar days of receipt of the notice. If the Contractor fails to correct the work within the period specified in the notice, the City shall place the Contractor in default, obtain the services of another vendor to correct the deficiencies and charge the Contractor for these costs; either through a deduction from the final payment owed to the Contractor or through invoicing. If the Contractor fails to honor this invoice or credit memo, the City may terminate the contract for default.

The City reserves the right to terminate this contract after three (3) written complaints for lack of quality work performance. A thirty (30) day termination notice will be rendered by the Contract Administrator.

## **21. NON PAYMENT AND DEDUCTIONS FOR FAILURE TO PERFORM**

The City reserves the right to deduct payment from the invoice for corrections not made in proportion with the unit prices quoted. The amount to be deducted will be at the discretion of the Contract Administrator. If the City requires outside services or the use of City personnel to correct noted deficiencies, the Contractor will be back charged for cost incurred.

A clean and well maintained building is the City's goal and while the deduction provision for work omitted or improperly performed is designed to protect the City's interest, it is not ordinarily a desirable substitute for getting the job accomplished through the normal processes.

It is the objective of the City to obtain a Contractor who will perform the complete janitorial service for each location as identified in the specifications and deductions will, therefore, be made as stipulated. If this provision of the contract must be invoked frequently, it will be indicative of overall nonperformance, and grounds for termination of the contract.

In instances where restrooms are not satisfactorily cleaned, policed and serviced as determined by the Contract Administrator, deductions shall be made for the entire room at the rate indicated in the Schedule of Deductions.

In instances where cleaning has not been satisfactorily performed, or any portion or portions of work omitted or improperly performed, a deduction for the entire room area shall be made at the rate indicated in the Schedule of Deductions.

Service Required Daily or Weekly: If any work required for performance daily or weekly is omitted or unsatisfactorily performed, the attention of the Contractor or designated representative will be called to this failure or omission and a deduction will be made from any monies due or to become due to the Contractor. Costs to be deducted under this paragraph will be determined by using item unit costs shown in the Schedule of Deductions.

Service Scheduled for Monthly or As Needed: In the case of failure by the Contractor to comply with the frequency for those items scheduled for performance monthly or as needed, the attention of the Contractor will be called to this failure or omission and shall be requested by the City to perform the omitted operation.

If the Contractor does not comply with the request within such time as the City deems to be reasonable, the work shall be performed by other means, and the cost thereof will be deducted from any money due or to become due to the Contractor.

If this omitted or unsatisfactory work cannot be accomplished by other means, and cannot be rescheduled, a deduction covering the cost of service omitted or not satisfactorily performed will be made from any monies due or to become due the Contractor. Costs to be deducted under this paragraph will be determined by using the unit costs shown in the Schedule of Deductions.

Any other omitted or unsatisfactory work not specifically listed above or which does not clearly fall into one of the categories, it shall be deducted at the hourly rate indicated on the deduction table multiplied by the hours required to perform the omitted or unsatisfactory work.

#### **Schedule of Deductions:**

1. Daily Restroom Cleaning	\$ 30.00 per room
2. Daily Room Cleaning:	\$ 5.00 per 100 sq. ft.
3. Daily Entrances & Lobbies Cleaning	\$ 5.00 per 100 sq. ft.
4. Daily Corridors & Stairways Cleaning	\$ 5.00 per 100 sq. ft.
5. Daily Carpet Vacuumed	\$ 5.00 per 100 sq. ft.
6. Daily Elevator Cleaning	\$ 5.00 each
7. Unacceptable Buffing	\$ 15.00 per day until corrected
8. Trash not properly deposited in the dumpster	\$100.00 per occurrence

#### **22. USE OF CONTRACT BY OTHER PUBLIC BODIES**

Bidders are advised that the resultant contract(s) may be extended, with the authorization of the Bidder to other public bodies, or public agencies or institution of the United States to permit their use of the contract at the same prices and/or discounts and terms and conditions of the resulting contract. If any other public body decides to sue the final contract, the Contractor(s) must deal directly with that public body concerning the placement or orders, issuance of the purchase orders, contractual disputes, invoicing and payment. The City of Rockville acts only as the "Contracting Agent" for these public bodies. Failure to extend a contract to any public body will have NO EFFECT on consideration of your bid.

It is the Contractor's responsibility to notify the public body(s) of the availability of the contract(s).

The City of Rockville shall **not** be held liable for any costs or damages incurred by another public body as a result of any award extended to that public body by the Contractor.

#### **23. CONTRACT ADMINISTRATOR**

After award, all inquiries shall be directed to:

Noel Gonzalez, Facilities Property Manager  
 14625 Rothgeb Drive  
 Rockville, MD 20850  
 Telephone: (240) 314-8728  
 Email: [ngonzalez@rockvillemd.gov](mailto:ngonzalez@rockvillemd.gov)

## TECHNICAL SPECIFICATIONS

### 1. GENERAL CLEANING INSTRUCTIONS

#### **Trash Removal and Containers**

Trash containers located in each site shall be emptied daily of trash and removed trash shall be properly deposited in the location's trash dumpster or other designated disposal area.

All trash containers shall have plastic liners. If a plastic liner is not contaminated with food or other vermin breeding substances, it may be re-used.

Trash receptacles, both interior and exterior, shall be cleaned out using a neutral detergent solution. For restroom trash receptacles a germicidal cleaner is recommended.

Covers/lids shall be replaced on outside trash and recycling receptacle after emptying. Wipe exterior of trash and recycling receptacles and recycling containers clean. For severely soiled containers, clean with detergent solution.

#### **Hard Surface Floors – Ceramic, Vinyl, Rubber and Concrete**

Sweep, using soft hair brooms sprayed with a non-oily sweeping compound. Sweeping shall leave the surfaces uniformly clean of all dust and surface dirt, including corners. Surface accumulation of hardened dirt that cannot be loosened with the broom shall be loosened (using means not to damage the floor) to permit removal by sweeping.

Dust mop, using floor mops treated with a non-oily floor mop compound. Dust mopping shall leave the surfaces uniformly clean of all dust and surface dirt, including corners and places inaccessible to the mop. Surface accumulation of hardened dirt that cannot be loosened with a mop shall be loosened (using means not to damage the floor) to permit removal by dust mopping.

Damp mop, using a clean mop and clean water or neutral detergent. Contractor shall dust mop floors prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains and traffic marks. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet. If a strong cleaning solution is used, floors shall be rinsed afterwards with clean water.

Contractor shall **not** "cross-use" mops. Mops are to be cleaned daily, rinsed and wrung dry. Mop buckets shall be rinsed, drained and allowed to dry. Mops will **not** be permitted to stay in mopping solution for extended periods of time or overnight. Mops are to be in good condition at all times.

Spray buff vinyl flooring (Vinyl Composite Tile - VCT) using a floor polishing machine and clean water or wax compatible with wax currently on the floor. Floors shall be damp mopped prior to spray buffing. Spray buff immediately after being damp mopped until the floor is dry and glossy. If necessary, dust mop floor after buffing to remove all loose waxy residue.

Strip and refinish vinyl tile flooring. Prior to stripping and refinishing remove all old wax, stubborn soils and stains using a rotary machine, automatic scrubber, or other similar purpose equipment and liquid stripping solution. Strip areas in corners, at baseboards and other areas inaccessible with cleaning equipment by hand or other methods as necessary. The floor shall be left clean, dry, free of stripping solution and ready for a new finish. Apply wax using a new mop or other

equipment according to manufacturer instructions, applying at least two coats. Wax shall be applied evenly and shall cover the entire floor surface. All buffers shall have white vinyl guards to prevent them from marring walls and moldings.

Scrub and disinfect all bathroom tile floors using a clean mop or other cleaning equipment with germicidal cleaner, leaving floor completely clean, disinfected, and free of streaks, stains, mildew, odor, and film. Contractor shall sweep or dust mop prior to scrubbing to remove loose dirt and dust. Additionally, all cove base shall be wiped clean with a clean lint-free cloth or sponge dampened with germicidal cleaner.

### **Concrete Floors**

Damp mop, using a clean mop and clean water or neutral detergent. Detergent shall **not** damage epoxy floor finish. Contractor shall sweep floors prior to damp mopping to remove loose dirt and dust. Damp mopping shall leave the floor clean and free from streaks, stains and film. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet.

### **Carpeted Floors**

Vacuum carpeted floors using an industrial vacuum cleaner which incorporates brushing or beating action and is adjustable to thoroughly clean all carpet types and heights. Carpets shall be left clean of all dust, loose particles and imbedded dirt for their full depth of the carpet. If necessary, spot clean using a spot remover solution to clean the carpet of spots and stains. All sweepers and vacuums shall have white vinyl guards to prevent them from marring walls and moldings.

Contractor shall move out of the way chairs, floor chair pads, trash cans, small pieces of furniture and free standing trash receptacles, etc. to prepare area for vacuum cleaning. Small pieces of furniture means all furniture except file cabinets, storage cabinets, bookcases, desks, computer furniture with computer equipment and any piece of furniture attached to a wall or other part of the building. Replace all items moved after vacuuming.

Steam clean carpeted floors using a hot extraction method safe for all carpets, and quick drying. Immediately prior to steam cleaning, vacuum, spot clean and pre-treat heavily soiled areas. If necessary, corners and areas not accessible to machines shall be cleaned by hand. Moveable furniture (excluding desks, large tables, file cabinets, credenzas and shelving units) shall be moved prior to cleaning and shall be moved back into place after cleaning, placing all furniture on moisture barriers.

### **Interior Walls**

Dust walls, moldings, doorframes, and tops of doors using a clean lint-free cloth treated with a non-oily cleaner to leave surfaces free of dust, loose dirt, and webs.

Spot clean walls using a clean lint-free cloth and neutral detergent solution to leave walls free of streaks and stains.

Scrub and disinfect walls, including switch plates and incidental hardware, vertical grills and louvers, using a clean lint-free cloth or sponge and germicidal cleaner, leaving walls and surfaces completely clean, disinfected, and free of streaks, stains, mildew, odor and film.

### **Fixtures and Furniture**

Clean and disinfect water fountains. Clean metal type fountains using a germicidal cleaner and polish sides of fountain with a clean lint-free cloth, leaving the water fountain free of streaks and film. Clean porcelain type fountains using a germicidal cleaner and dry with clean lint-free cloth. If necessary, porcelain type fountains shall be scoured with abrasive cleaner to remove mineral



deposits.

Dust and clean light fixtures using a clean dry lint-free cloth, or water and a neutral detergent if necessary, leaving surfaces clean of all dust, insects and other foreign matter.

Empty and clean ash tray receptacles. Clean the sand in sand type urns with a sand screen or sieve to remove all butts, ashes, and other debris. Wipe exterior of urn with a damp lint-free cloth to remove all surface soil and stains. Clean ashtrays by removing butts, ashes, and debris, wiping clean with detergent, and polishing with clean dry lint-free cloth.

Dust furniture, including shelves, windowsills and all other surfaces, using a lint-free cloth treated with a non-oily cleaner to remove all dust, loose dirt and webs. Move and replace small items as needed to facilitate dusting. Computers and other office equipment are **not** to be cleaned by the Contractor.

Clean furniture by damp wiping vinyl, glass, plastic or leather furniture, and vacuuming lint-free cloth furniture to remove all loose dirt, lint and dust.

Dust blinds using a lint-free cloth treated with a non-oily cleaner to remove all dust, loose dirt and webs.

Clean switch plates and hardware using a clean lint-free cloth dampened with a neutral cleaner. Wipe dry and polish metal surfaces.

Clean vertical grilles, ceiling grilles and louvers by dusting using finger duster or lint-free cloth treated with a non-oily cleaner, or vacuum to remove all dust, loose dirt, lint and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.

Clean rug type walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.

Clean handrails, hardware and accessories using a clean lint-free cloth dampened with neutral cleaner. Wipe dry and polish.

Clean dry erase boards and marker tray using a clean lint-free cloth leaving board and tray clean and free of residue.

### **Restrooms**

Contractor shall perform the work, stated below, in each restroom to ensure the restroom is kept clean and free of odors.

Empty trash receptacles and sanitary napkin containers prior to cleaning and dispose of trash accordingly. Replace appropriate liners in all receptacles.

Clean and disinfect fixtures including toilet bowls, urinals and sinks using a clean lint-free cloth and a germicidal cleaner. Do **not** "cross-use" lint-free cloths or sponges used on toilet bowls and urinals with any other surfaces. Thoroughly scrub all surfaces, including outside of fixtures, pipes, fittings, wall area and floor in the immediate area of the fixture, leaving surfaces clean and free from streaks, stains, mildew, odor, mineral deposits and film. Wipe dry with a clean lint-free cloth after scrubbing.

Clean and disinfect all accessories including dispensers, disposal, shelves, mirrors, partitions and partition doors using a clean lint-free cloth or sponge dampened with a germicidal cleaner,

leaving the area clean and disinfected, and free from streaks, stains, mildew, odor and film. Wipe all surfaces dry with a clean lint-free cloth and polish metal surfaces.

Replace restroom supplies as necessary including toilet paper, paper towels and soap. Supplies shall be of quality in accordance with the standards of the industry and requirements of this bid. Supplies, where applicable, shall be compatible with existing holders and accessories.

### **Kitchens and Employee Lounge**

Contractor shall perform the work stated below for each kitchen and employee lounge to ensure that these areas are kept free and clean of odors.

Clean and disinfect all countertops, sinks (including hardware), shelves, cabinets and appliances using a clean lint-free cloth or sponge dampened with a germicide cleaner, leaving the area and surfaces clean, disinfected and free from streaks, stains, mildew, odor and film. Wipe all surfaces dry with a clean lint-free cloth and polish metal surfaces.

Sweep and damp mop flooring. Sweep using soft hair brooms sprayed with a non-oily cleaner leaving the surfaces uniformly clean of all dust and surface dirt, including corners. Damp mop, using a clean mop and clean water or neutral detergent. Damp mopping shall leave the floor clean and free from streaks, stains, and film. Scrub heavily soiled areas as needed with mop or other scrubbing equipment and strong cleaning solution to remove all heavy soil, stains and traffic marks. There shall be no splashes left on walls, baseboards, furniture or other adjacent surfaces, and floors shall be left damp, **not** wet. If a strong cleaning solution is used, floors shall be rinsed afterwards with clean water.

Kitchens are located at Lincoln Park Community Center, Montrose Community Center and Rockville Water Treatment Plant. The employee lounge is located at City Hall.

### **Glass Surfaces**

Clean all interior and exterior glass surfaces and mirrors with an appropriate glass-cleaning solution. Where applicable clean both sides; wipe dry and polish, leaving glass transparent and/or free of streaks and smudges. All dirt, grease, insects and foreign material shall be cleaned from sashes, sills, jambs and mullions.

When cleaning exterior glass doors, Contractor shall include all glass storefronts adjacent to the entrance doors, and up to 10 feet above ground level.

### **Pressure Washing**

Power wash concrete deck and walkways with 2000 to 3000 psi water pressure with an optimum flow rate of 4 gallons per minute. Contractor shall provide the water source (portable water tank) and equipment. Turbo nozzles shall be utilized to cut through heavily soiled areas, but Contractor shall take care and keep the nozzle in constant motion to avoid unevenly cleaned areas. Contractor shall scrape away and remove any gum and other substance on the concrete prior to pressure wash. No chemicals shall be used during the power washing process, unless deemed necessary to remove grease or oil. If necessary, the Contractor shall use the chemical cleaner only after it has been approved by the Contract Administrator. Chemical cleaner shall be applied as directed.

## **2. CLEANING PRODUCTS AND SUPPLIES**

Contractor shall provide all cleaning products and supplies, unless otherwise stated, which include but is not limited to: paper towels, 2-ply toilet tissue, soap, detergents, cleansers, deodorizers, wax, disinfectants, trash bags, toilet seat protectors and sanitary napkins where containers and dispensers are provided.

The products provided by the Contractor, particularly the cleaning products, shall be environmentally preferable products and shall meet the requirements in at least one of the following third-party standards:

- Green Seal Standards
- Environmental Choice Program's EcoLogo for Cleaning and Janitorial Products
- Greenguard Environmental Institute Standards
- U.S. EPA Comprehensive Procurement Guidelines
- U.S. EPA's Design for the Environment (DfE) Standards

Contractor shall furnish after award but prior to the start of the contract beginning a list of all proposed cleaning products and supplies including the manufacturer, brand name, intended use and the environmental third-party standard that the product falls under. The Contract Administrator will approve the list after the list is reviewed to ensure that the cleaning products and supplies are environmentally friendly, non-toxic and non-hazardous to humans. Contractor shall provide samples if requested by the Contract Administrator.

Contractor shall re-submit product information for any cleaning product or supply that does not meet the City's requirements. If the Contractor changes or substitutes products during the performance of this contract, the Contract Administrator shall be furnished the product information and sample, if requested, for approval prior to the change. No substitutes shall be made following the start of the contract without prior approval by the Contract Administrator.

Material Safety Data Sheets (MSDS) shall be furnished by the Contractor for all chemical cleaning products and any applicable supplies being used at any City location. The sheets are to be kept in a properly marked binder in an agreed upon location by both the Contractor and the Contract Administrator. The binder is to be updated by the Contractor as cleaning products and/or supplies are added or deleted from use at any of the locations. A binder with the product sheets shall be kept at each location.

The City shall review or test products to insure that the cleaning products and supplies being provided by the Contractor are of acceptable quality and meet the standards required.

### **3. BODILY FLUIDS CLEANING**

Contractor shall have the ability to provide a crew, on an as needed basis, to properly clean and dispose of bodily fluids and any bio-hazardous waste as the result of the cleaning. Bodily fluid may include urine, blood, vomit, etc., in small to moderate quantities. When this type of cleaning is requested, Contractor shall follow the CDC standards and procedures for cleaning and disposing of bodily fluids. Locations for cleaning bodily fluids are not restricted to the specific locations listed, but may include areas in or around any and all City facilities, property and/or vehicles.

### **4. TRASH DISPOSAL**

Contractor shall remove and dispose of all trash daily and deposit in the trash dumpsters adjacent to the locations after first placing trash in tie enclosure plastic bags. Extreme care shall be taken to place all trash as compactly as possible to maximize space in the dumpsters. Once trash has been disposed of in the dumpsters, Contractor shall ensure that all covers, lids and/or containment area gates are securely closed and latched.

The following locations do not have dumpsters: Rockville Police Station, Rockville Police Annex, Courthouse Square Park, Unity Bridge, Monroe Street Elevator and Promenade and Montrose Community Center. Lincoln Park Community Center does not have a dumpster, but instead has a secured trash room behind the building which the Contractor will be given access to for trash disposal.

Trash and debris collected by the Contractor from the Rockville Police Station, Rockville Police Annex, Courthouse Square Park, Monroe Street Elevator and Promenade and Montrose Community Center shall be deposited into the dumpster at City Hall. Trash and debris collected from the Unity Bridge shall be deposited into trash room at Lincoln Park Community Center.

## LOCATIONS AND REQUIREMENTS

### CITY HALL

111 Maryland Avenue, Rockville, Maryland 20850

Size: 44,445 square feet

Flooring:

Ceramic Tile:	8277	sq. ft.
Carpet:	34,056	sq. ft.
Vinyl or Vinyl Tile:	1392	sq. ft.
Rubber Stair Tread:	720	sq. ft.

Frequency, Work Days and Hours: Daily cleaning five (5) days a week with a four (4) person crew working four (4) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Years and Thanksgiving Day.

When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.

Cleaning shall take place between the hours of 10PM and 6AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, with instruction from the Contract Administrator.

### **DAILY TASKS - OFFICES, CONFERENCE ROOMS AND COMMON AREAS**

1. Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
2. Empty and clean all exterior ash trays and trash receptacles.
3. Vacuum all carpeted hallways, stairwells, conference rooms and common areas.
4. Dust mop and damp mop all vinyl tile areas.
5. Dust mop and damp mop all areas of lobbies, foyers, and elevator.
6. Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.
7. Remove chewing gum and all other substances from floors, carpeting and walls.
8. Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.
9. Clean glass around all door partitions both interior and exterior surfaces
10. Clean all tables, chairs, and counter tops in all conference rooms and vacuum all carpeting.
11. Vacuum all carpeting in offices.
12. Spot-clean walls using a clean lint-free cloth or sponge and neutral detergent solution to leave walls free of marks, stains and streaks.
13. Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
14. Clean dry erase boards and trays.

### **DAILY TASKS – RESTROOMS**

1. Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.
2. Empty all waste receptacles, changing liners weekly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
5. Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors.

6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles.
6. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.
7. Spot clean walls and partitions.

#### **WEEKLY TASKS**

1. Remove all stains on urinals and clean urinal screens.
2. Vacuum all offices thoroughly including around edges and under furniture.
3. Sweep and damp mop all stairwells and fire exits.
4. Clean all glass partitions throughout building.
5. Clean all ceramic tile with tile cleaner.
6. Spray buff all vinyl tile areas.
7. Wash and disinfect all restroom and employees' lounge waste receptacles.
8. Replace all trash receptacle plastic liners.
9. Scrub and disinfect all restroom walls and partitions.
10. Dust desks, chairs, files, tables, and bookcases in all offices, conference rooms and lobby areas. Computers, office equipment, papers, file folders and other items on the furniture shall **not** be disturbed.
11. Clean glass tops of all desks, tables and counter tops.
12. Wash all walls and polish all metal in elevator and clean door tracks and doors on elevator.
13. Wash and wipe clean all fingerprints and hand prints on all doorways, walls and countertops in all hallways and conference rooms.
14. Clean all handrails, hardware and accessories.

#### **MONTHLY TASKS**

1. Wipe dust from picture frames, blinds, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
2. Strip and clean all ceramic tile areas.
3. Replace urinal screens with incorporated deodorant blocks in all urinals.
4. Clean all cove base, carpet and tile trim.

#### **SPECIAL TASKS**

1. All carpeting to be spot-cleaned, using a dry cleaner or spot remover, on a daily basis to prevent stains from becoming permanent in carpeting.
2. Wash all interiors and exteriors of windows three (3) times per year at the same time in October, April and July of each year.
3. Shampoo carpeting in all hallways and conference rooms three (3) times per year at the same time in March, July and November of each year.
4. All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied four (4) times a year at the same time in February, May, August and November of each year.
5. During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
6. Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.
7. Wash down and disinfectant all restroom walls, cove base, floors and partitions four (4) times a year at the same time in July, October, January and April of each year.

**ROCKVILLE SWIM CENTER**

355 Martins Lane, Rockville, MD 20850

Size: 6145 square feet

Flooring: Ceramic Tile: 2862 sq. ft.  
 Carpet: 1434 sq. ft.  
 Vinyl Tile: 1093 sq. ft.  
 Rubber Tile: 756 sq. ft.

Frequency, Work Days and Hours: Daily cleaning seven (7) days a week, 365 days a year, with a 2 person crew working six (6) hours per day is required for this location. Contractor's crew will work Monday through Sunday evenings with the exception of Christmas, New Years and Thanksgiving Day.

Cleaning shall take place between the hours of 11PM and 5AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on a weekend with approval and instruction from the Contract Administrator.

**DAILY TASKS – LOCKER ROOM**

1. Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
2. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
3. Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
4. Clean and disinfect all accessories, including dispensers, receptacles, shelves, mirrors, etc. Wipe clean and free from streaks, stains mildew, odor and film.
5. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.
6. Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose only.
7. Wipe clean locker fronts, tops, and bases. Close all locker doors after cleaning.
8. Clean locker room floors with spray hose and water and squeegee the excess water.
9. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
10. Wash down and clean the locker room entrance/exit doors.

**DAILY TASKS – LOBBY, OFFICES, CONFERENCE ROOMS AND COMMON AREAS**

1. Pick up trash in the lobby area and offices. Empty all trash containers in the lobby area and offices, bag and place in dumpsters, leaving all areas neat and free of trash.
2. Vacuum all carpeted offices, conference rooms, foyer, hallways, stairwells and lobby area thoroughly.
3. Dust mop and damp mop all vinyl tile areas leaving surfaces free of marks, stains and streaks.
4. Dust mop and damp mop all ceramic tile areas leaving surfaces free of marks, stains and streaks.
5. Dust mop and damp mop wood floors in Conference Rooms (only) with cleaner provided by the City.
6. Clean and disinfect drinking fountains and polish all metal.

7. Remove chewing gum and other substances from floors, carpeting and walls.
8. Clean glass around all door partitions and front lobby windows, both interior and exterior surfaces.
9. Dust air vents.
10. Wipe clean front and top of vending machines.
11. Clean all tables, chairs and counter tops in all areas leaving surfaces free of marks, stains and streaks.
12. Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
13. Clean dry erase boards and trays.

#### **DAILY TASKS – LOWER LEVEL**

1. Sweep and damp mop stairs and hallway.
2. Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash.

#### **DAILY TASKS – EXERCISE ROOM (Main Floor & Lower Level)**

1. Sweep, dust mop and wet mop rubber flooring and stairs.
2. Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
3. Dust as needed.
4. Spot clean walls leaving walls free of marks, stains and streaks.
5. Wipe down fitness equipment with disinfectant.
6. Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
7. Clean all glass mirrors and partitions

#### **WEEKLY TASKS**

1. Spray and buff all vinyl tile floor areas

#### **MONTHLY TASKS**

1. Wipe dust from picture frames, blinds, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices, conference rooms and lobby areas.
2. Strip and clean all ceramic tile areas.
3. Replace urinal screens with incorporated deodorant blocks in all urinals.
4. Clean all cove base, carpet and tile trim.



**MONROE STREET ELEVATOR AND PROMENADE**

50 Monroe Street, Rockville, Maryland 20850

Size: 3419 square feet

Flooring: Vinyl Tile: 54 square feet  
Concrete Flooring: 3365 square feet

Frequency, Work Days and Hours: Daily cleaning five (5) days a week with a one (1) person crew working one (1) hours per day is recommended for this location. Contractor's crew will work Sunday through Thursday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 5PM – 9PM.

**DAILY TASKS**

1. Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster.
2. Clean elevator walls daily and make free of any dirt, stains, streaks and fingerprints.
3. Sweep and damp mop the elevator floor.
4. Light fixture lenses will be kept free of dust and dirt. Lights shall be checked daily and any outages shall be reported to the Contract Administrator immediately.
5. Clean the exterior and interior doors and make free of any dirt, stains, streaks and fingerprints.
6. Sidewalk area, located three feet in front of the elevator (on both levels) and the promenade steps adjacent to elevator shall be swept and cleaned of debris daily.
7. Clean all glass windows throughout the location removing all stains, streaks and spills.
8. Remove gum and debris from deck at top of steps and in front of store fronts.

**SPECIAL TASKS**

1. Power wash the concrete area when requested.

**WATER TREATMENT PLANT**

10930 Sandy Landing Road, Potomac, Maryland 20854

**Size:** 3960 square feet

**Flooring:** Carpet: 1560 square feet  
 Vinyl Tile: 2400 square feet

**Frequency, Work Days and Hours:** Weekly cleaning performed on Fridays only with a two (2) person crew each working four (4) hours per day is recommended for this location. Contractor's crew will work weekly on Friday days with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 7AM and 3PM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends with the approval and instruction from the Contract Administrator.

**AREAS TO BE SERVICED**

Due to restricted areas at this location only the following rooms will be serviced:

- Control room
- Offices
- Laboratory
- Kitchen (second floor of main building)
- Locker room and restroom
- Laboratory area and office (third floor of main building)
- Stairway from front entrance to third floor and main entrance

Contractor's crew, while in these areas, shall **not** clean any electrical switchgears, control panels, process control computers, laboratory equipment or laboratory counter tops.

**SUPERVISION**

Contractor shall be under the direction of the Water Treatment Plant's Operator on Duty. Upon arriving at the location, Contractor's crew will sign and in and be issued a badge by the Operator on Duty.

**WEEKLY TASKS (Friday Only)**

1. Pick up trash and empty all trash containers, bag and place in dumpsters, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
2. Vacuum all carpeted hallways, stairwells, training room and offices.
3. Dust mop and damp mop all tile flooring.
4. Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.
5. Dust chairs, doors, and clean top of air conditioning units.
6. Wipe down all ledges, counters and tables.
7. Clean all handrails on stairs and polish hardware.
8. Spot-clean walls to leave wall areas free of marks, stains, and streaks.
9. Clean all interior glass entranceways and doors

**WEEKLY TASKS – RESTROOMS (Friday Only)**

1. Sweep, dust, mop, scrub, and disinfect floors with germicidal cleaner.
2. Empty all waste receptacles, changing liners weekly.

3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.
4. Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., with a germicidal cleaner, leaving accessories clean and free from streaks, stains, mildew, odor, and film.
5. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.
6. Scrub and disinfect all shower walls, bathroom partitions and floors. These areas shall be cleaned with separate materials and supplies dedicated for that purpose only.
7. Polish all mirrors, shelves, faucets, counter tops, and all metal work with appropriate cleaning materials to leave free of marks, stains, and streaks.
8. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
9. Spot clean walls and partitions leaving walls free of marks, stains and streaks.

#### **MONTHLY TASKS – FIRST WEEKEND OF EACH MONTH**

1. Dust all light fixtures, air vents and exit signs.
2. Remove dust and cobwebs from walls and ceiling areas.
3. Wipe down outside of air conditioning unit, refrigerator, hot water tank, lockers, podiums and clean chalkboards.

#### **SPECIAL TASKS**

1. Strip restroom floor and refinish with two (2) coats of wax at the same time in January and July of each year.
2. Wipe down and clean all lighting fixtures at the same time in January and July of each year.
3. Clean all carpeting on stairs, offices and in training room using a commercial grade carpet cleaner. Service shall be performed at the same time in January and July of each year.
4. Wash all exterior windows on filter sidewall of operations area at the same time in January and July of each year.
5. Wash all interior and exterior windows at the same time in March and September of each year.

**LINCOLN PARK COMMUNITY CENTER AND GYM**

357 Frederick Road, Rockville MD 20850

Size: 12527 square feet

Flooring:

Carpet:	1302 square feet
Vinyl Tile:	3863 square feet
Ceramic Tile:	396 square feet
Rubber Flooring:	3200 square feet
Concrete Flooring:	201 square feet
Gym Floor:	3565 square feet

Frequency, Work Days and Hours: Daily cleaning seven (7) days a week with a two (2) person crew working each four (4) hours per day is recommended for this location. Contractor's crew will work Monday through Sunday nights with the exception of Christmas, New Year's Day and Thanksgiving Day.

When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.

Cleaning shall take place between the hours of 10PM – 8AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed with instruction from the Contract Administrator.

**DAILY TASKS – LOBBY, OFFICE, LIBRARY, COMPUTER ROOM AND HALLWAYS**

1. Pick up trash and empty all trash containers, bag and place in trash room (behind building), leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around trash receptacles inside and around trash room. Close, secure, and lock doors.
2. Empty and clean all exterior ash trays and trash receptacles.
3. Vacuum all carpeted hallways, stairwells, lobby, library, computer room, office and common areas.
4. Dust mop and damp mop all vinyl tile areas.
5. Dust mop and damp mop all ceramic floor areas.
6. Clean and disinfect drinking fountains and polish all metal with a clean lint-free cloth.
7. Remove chewing gum and all other substances from floors, carpeting and walls.
8. Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge.
9. Clean glass around all door partitions and windows both interior and exterior surfaces.
10. Clean all tables, chairs, and counter tops in lobby, office, library and computer room.
11. Vacuum all carpeting.
12. Spot-clean walls leaving walls free of marks, stains and streaks.
13. Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
14. Clean dry erase boards and trays.

**DAILY TASKS – RESTROOMS**

1. Sweep, dust mop, scrub and disinfect floors.
2. Empty all waste receptacles, changing liners weekly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
5. Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., leaving accessories clean and free from streaks, stains, mildew, odor, and

film.

6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.
7. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
8. Polish all mirrors, shelves, faucets, counter tops and metal hardware with appropriate cleaning materials to leave free of marks, stains and streaks.
9. Spot clean walls and partitions leaving walls free of marks, stains and streaks.

#### **DAILY TASKS – LOCKER ROOM, RESTROOMS, AND SHOWERS**

1. Sweep, dust mop, scrub and disinfect all floors.
2. Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
5. Clean and disinfect all accessories, including dispensers, disposal, shelves, mirrors, partitions, etc., leaving accessories clean and free from streaks, stains, mildew, odor, and film.
6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean and disinfect outside surfaces of receptacle.
7. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial product approved by the City.
8. Polish all mirrors, shelves, faucets, counter tops and metal hardware with appropriate cleaning materials to leave free of marks, stains and streaks.
9. Spot clean walls and partitions leaving walls free of marks, stains and streaks.
10. Wash down and disinfect shower walls and floor.
11. Dust tops of counters and partitions as needed.

#### **DAILY TASKS – WEIGHT ROOM**

1. Sweep, dust mop and wet mop rubber flooring and stairs.
2. Empty all waste receptacles, changing liners weekly. Dispose of trash accordingly.
3. Dust as needed.
4. Spot clean walls leaving walls free of marks, stains and streaks.
5. Wipe down fitness equipment with disinfectant.
6. Refill antibacterial wipe dispensers. City will provide wipes to the Contractor.
7. Clean all glass mirrors and partitions

#### **DAILY TASKS – GYMNASIUM**

1. Sweep, dust mop and damp mop gym floor. City will provide special cleaner for the gym floor to the Contractor.
2. Remove all trash and dispose of properly. Replace liners as needed.
3. Spot clean walls leaving walls free of marks, stains and streaks.
4. Clean all glass areas.
5. Wipe down gym entrance doors.

#### **SPECIAL TASKS**

1. Spray buff weekly all tile floors.
2. Wash all interior and exterior windows at the same time in October, April and July of each year.
3. Shampoo all common areas and conference room carpeting three (3) times a year in March, July and November.
4. All vinyl tiles to be stripped and refinished with three coats of wax applied four times a year – February, May, August and November.

5. Clean all light fixtures at the same time in January and June of each year
6. Wash all interior and exterior windows at the same time in October, April and July of each year.
7. Light scrub gymnasium floor twice a year in January and June.

**MONTROSE COMMUNITY CENTER**  
451 Congressional Lane Rockville, MD 20852

Size: 3258 square feet

Flooring:

Carpet:	1797 square feet.
Vinyl Tile:	348 square feet
Ceramic Tile:	441 square feet
Rubber Tile:	672 square feet

Frequency, Work Days and Hours: Daily cleaning five (5) days a week with a one (1) person crew working each two (2) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

When a holiday falls on Saturday, all offices are closed on Friday. When a holiday falls on Sunday, all offices are closed on Monday.

Cleaning shall take place between the hours of 6PM and 7AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, with instruction from the Contract Administrator.

**DAILY TASKS**

1. Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster.
2. Empty and clean all exterior trash receptacles.
3. Vacuum all carpeted hallways, stairwells, lobby, offices and common areas.
4. Dust mop and damp mop all vinyl tile areas.
5. Dust mop and damp mop all ceramic and rubber floor areas.
6. Clean and disinfect drinking fountains.
7. Remove chewing gum and all other substances from floors, carpeting and walls.
8. Clean all tables, chairs and counter tops.
9. Clean glass around all door partitions and windows both interior and exterior surfaces.
10. Clean all tables, chairs, and counter tops in lobby, office, and classrooms.
11. Clean and wipe down all kitchen counter tops, sinks, and appliances.
12. Spot-clean walls leaving walls free of marks, stains and streaks.
13. Clean walk-off mats by vacuuming or sweeping to leave mat clean of all loose dirt and soil.
14. Clean dry erase boards and trays.

**DAILY TASKS – RESTROOMS**

1. Sweep, dust mop, scrub, and disinfect floors with germicidal cleaner.
2. Empty all waste receptacles, changing liners weekly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate materials and supplies dedicated for that purpose only.
5. Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors.
6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles.
7. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers and sanitary napkin dispensers. Soaps shall be a lotion/antibacterial variety approved by the City.
8. Scrub and disinfect all restroom walls and partitions.
9. Remove all stains on urinals and clean urinal screens

### **WEEKLY TASKS**

1. Dust all areas, window blinds, window sills, counter tops and air vents.
2. Spray buff all tile floors.

### **SPECIAL TASKS**

1. Wash all interiors and exteriors of windows three (3) times per year at the same time in October, April and July of each year.
2. All vinyl tile flooring (VCT) to be stripped and refinished with three coats of wax applied one (1) time a year at the same time in August of each year.
3. During winter snow periods, chemicals applied to exterior walkways shall necessitate the cleaning of all vinyl tile flooring, ceramic tile, carpeting and walk-off mats to remove all residues of these chemicals.
4. Clean every three (3) months all vertical grilles, ceiling grilles and louvers by dusting by vacuuming to remove all dust, loose dirt, lint, and webs. If necessary, clean with a clean lint-free cloth or sponge dampened with a neutral cleaner, wipe dry and polish metal surfaces.



### **CITY POLICE STATION**

2 West Montgomery Avenue Rockville, Maryland 20850

Size: 10,150 square feet

Flooring:

Carpet Tile:	2600 square feet
Vinyl Flooring:	2400 square feet
Ceramic Tile:	400 square feet
Concrete Flooring:	3900 square feet
Rubber Flooring:	400 square feet
Rubber Stair Tread:	450 square feet

#### Frequency, Work Days and Hours:

*First and Second Floors:* Daily cleaning five (5) days a week with a two (2) person crew working two (2) hours per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

*Basement Level:* Daily cleaning six (6) days a week with a two (2) person crew working four (2) hours per day is recommended for this location. Contractor's crew will work Sunday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 10PM and 6AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, with instruction from the Contract Administrator.

#### **DAILY TASKS - OFFICES, CONFERENCE ROOMS AND COMMON AREAS**

1. Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
2. Empty and clean all exterior ash trays and trash receptacles.
3. Vacuum all carpeted hallways, stairwells, conference rooms, and common areas.
4. Vacuum all carpeted areas to include but not limited to offices, conference rooms and common areas.
5. Dust mop and damp mop all flooring of lobbies, foyers, common areas, hallways, meeting rooms and elevator on all three floors of the building.
6. Clean and disinfect drinking fountains.
7. Remove chewing gum and all other substances from floors, carpeting, and walls.
8. Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge leaving the area free of marks, stains, and streaks.
9. Clean glass around all door partitions both interior and exterior.
10. Clean all tables, chairs, and counter tops in the conference rooms leaving the surfaces free of marks, stains, and streaks.
11. Spot-clean walls leave walls leaving the surfaces free of marks, stains, and streaks.
12. Clean dry erase boards and trays.

#### **DAILY TASKS – RESTROOMS**

1. Sweep, dust mop, scrub, and disinfect floors.
2. Empty all waste receptacles, changing liners weekly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate cleaning materials and supplies

dedicated to that purpose only.

5. Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors, leaving surfaces free from streaks, stains, mildew, odor, and film.
6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.
7. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers, and sanitary napkin dispensers. Soaps shall be lotion/antibacterial variety approved by the City.
8. Spot clean walls and partitions leaving the surfaces free of marks, stains, and streaks.

### **WEEKLY TASKS**

1. Remove all stains on urinals and clean urinal screens.
2. Vacuum all offices thoroughly including around edges and under furniture.
3. Sweep and damp mop all stairwells and fire exits.
4. Clean all glass partitions throughout building.
5. Clean all ceramic tile with tile cleaner.
6. Clean and disinfect all restroom and employees' lounge waste receptacles.
7. Clean and disinfect all restroom walls and partitions.
8. Dust desks, chairs, file cabinets, tables, and bookcases. Files, papers and other items on furniture should **not** be disturbed.
9. Clean glass tops of all desks, tables, and counter tops leaving surfaces free of stains and spills.
10. Wash walls and polish metal in elevator and clean door tracks and doors on elevator.
11. Remove all fingerprints, hand prints, smudges and spots on all doorways, walls, and countertops in all hallways, conference rooms, and meeting rooms.
12. Replace all trash receptacle plastic liners.
13. Clean all handrails and accessories and polish metal surfaces.
14. Spot clean carpeting on a daily basis to prevent stains from becoming permanent in carpeting.

### **MONTHLY TASKS**

1. Wipe dust from picture frames, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices and blinds
2. Clean all cove base, carpet and tile trim.
3. Ceramic tile areas to be stripped and cleaned.
4. Replace urinal screens with incorporated deodorant blocks in all urinals.

### **SPECIAL TASKS**

1. Each Tuesday, all locked/secured offices shall be cleaned using the same methods as described in weekly tasks. Access shall be coordinated with the Police Department.
2. All interior/exterior windows shall be cleaned at the same time in October, April and July of each year.
3. Shampoo carpets in all hallways, conference and meeting rooms in March, July and November of each year.
4. Vinyl tiles to be stripped and refinished with three coats of wax applied in February, May, August and November of each year.  
During winter snow periods, chemicals applied to exterior walkways shall necessitate cleaning of all vinyl tiles, carpeting and walk-off mats to remove all residue from these chemicals.
5. Clean the vertical grilles, ceiling grilles and louvers to remove all dust, loose dirt, lint and webs in July, October, January and April of each year.
6. Wash and disinfectant all restroom walls, cove base, floors, and partitions in July, October, January and April of each year.

## **CITY POLICE STATION ANNEX**

2 West Montgomery Avenue Rockville, Maryland 20850

Size: 13,070 square feet

Flooring:	Carpet Tile:	4300 square feet
	Vinyl Flooring:	2800 square feet
	Ceramic Tile:	400 square feet
	Concrete Flooring:	2160 square feet
	Resinous Flooring:	2150 square feet
	Rubber Stair Tread:	1260 square feet

### **Frequency, Work Days and Hours:**

Daily cleaning six (6) days a week with a two (2) person crew working each two (2) hours per day is recommended for this location. Contractor's crew will work Sunday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 10PM and 6AM.

Exceptions: Large jobs, such as washing windows, stripping floors, shampooing carpets, etc. shall be performed on weekends only, with instruction from the Contract Administrator.

### **DAILY TASKS - OFFICES, CONFERENCE ROOMS AND COMMON AREAS**

1. Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.
2. Empty and clean all exterior ash trays and trash receptacles.
3. Vacuum all carpeted hallways, stairwells, conference rooms, and common areas.
4. Daily inspect offices and if carpeting is littered, vacuum as needed.
5. Dust mop and damp mop all vinyl tile areas.
6. Dust mop and damp mop all flooring of lobbies, foyers, and elevator floor ceramic tile on three floors in building.
7. Clean and disinfect drinking fountains.
8. Remove chewing gum and all other substances from floors, carpeting, and walls.
9. Clean all tables, chairs, counter tops, vending machines, and appliances in employees' lounge leaving the area free of marks, stains, and streaks.
10. Clean glass around all door partitions both interior and exterior.
11. Clean all tables, chairs, and counter tops in the conference rooms leaving the surfaces free of marks, stains, and streaks.
12. Spot-clean walls leave walls leaving the surfaces free of marks, stains, and streaks.
13. Clean dry erase boards and trays.

### **DAILY TASKS – RESTROOMS**

1. Sweep, dust mop, scrub, and disinfect floors.
2. Empty all waste receptacles, changing liners weekly.
3. Clean and disinfect all fixtures, including toilet bowls, urinals, sinks, seats, under seats, and counter tops.
4. Toilet bowls and urinals shall be cleaned with separate cleaning materials and supplies dedicated to that purpose only.
5. Clean and disinfect all accessories, including dispensers, disposal, shelves, and mirrors, leaving surfaces free from streaks, stains, mildew, odor, and film.
6. Empty sanitary napkin receptacles and replace liners. Clean and disinfect receptacles. Wipe clean outside surfaces of receptacle.

7. Refill soap dispensers, toilet tissue, paper towels, toilet seat cover dispensers, and sanitary napkin dispensers. Soaps shall be lotion/antibacterial variety approved by the City.
8. Spot clean walls and partitions leaving the surfaces free of marks, stains, and streaks.

#### **DAILY TASKS – HOLDING CELLS**

1. Sweep, dust mop, scrub, and disinfect floors.
2. Clean and disinfect all fixtures, including combination toilet with lavatory, seats and under seats (benches).
3. Spot clean walls leaving surfaces free from streaks, stains, mildew, odor, and film.
4. Clean all glass areas.
5. Wipe down entrance doors.

#### **WEEKLY TASKS**

1. Remove all stains on urinals and clean urinal screens.
2. Vacuum all offices thoroughly including around edges and under furniture.
3. Sweep and damp mop all stairwells and fire exits.
4. Clean all glass partitions throughout building.
5. Clean all ceramic tile with tile cleaner.
6. Clean and disinfect all restroom and employees' lounge waste receptacles.
7. Clean and disinfect all restroom walls and partitions.
8. Dust desks, chairs, file cabinets, tables, and bookcases. Files, papers and other items on furniture should **not** be disturbed.
9. Clean glass tops of all desks, tables, and counter tops leaving surfaces free of stains and spills.
10. Wash walls and polish metal in elevator and clean door tracks and doors on elevator.
11. Remove all fingerprints, hand prints, smudges and spots on all doorways, walls, and countertops in all hallways, conference rooms, and meeting rooms.
12. Replace all trash receptacle plastic liners.
13. Clean all handrails and accessories and polish metal surfaces.
14. Spot clean carpeting on a daily basis to prevent stains from becoming permanent in carpeting.

#### **MONTHLY TASKS**

1. Wipe dust from picture frames, ornamental work, window sills, counter trim, partitions, heat pump units, light fixtures, high ledges in offices and blinds
2. Clean all cove base, carpet and tile trim.
3. Ceramic tile areas to be stripped and cleaned.
4. Replace urinal screens with incorporated deodorant blocks in all urinals.

#### **SPECIAL TASKS**

1. Each Tuesday, all locked/secured offices shall be cleaned using the same methods as described in weekly tasks. Access shall be coordinated with the Police Department.
2. All interior/exterior windows shall be cleaned at the same time in October, April and July of each year.
3. Carpets shall be cleaned in all hallways, conference and meeting rooms in March, July and November of each year.
4. Vinyl tiles to be stripped and refinished with three coats of wax applied in February, May, August and November of each year.
5. During winter snow periods, chemicals applied to exterior walkways shall necessitate cleaning of all vinyl tiles, carpeting and walk-off mats to remove all residue from these chemicals.
6. Scrub all vinyl flooring to include the Roll Call Room, hallways, and common areas to be done in January and July of each year.

### **UNITY BRIDGE**

Dead end of Frederick Ave, Over Metro tracks to 355 Rockville, MD 20850

Size: 600 linear feet

Areas to be Serviced: Concrete Bridge Deck, Pads and Ramps  
One (1) Trash Receptacle  
10' x 12' Fenced Area

Frequency, Work Days and Hours:

Daily cleaning five (5) days a week with a one (1) person crew working one (1) hour per day is recommended for this location. Contractor's crew will work Monday through Friday evenings with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 7AM to 9AM.

#### **DAILY TASKS**

1. Pick up trash and empty all trash containers, bag and place in trash room at Lincoln Park Community Center (behind building), leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around trash receptacles inside and around trash room. Close, secure, and lock doors.
2. Clean and disinfect any areas that may have fecal matter or urine.
3. Scrape and remove gum from concrete deck, pads or ramps.
4. Remove trash and debris from 10' x 12' fenced area on west side of Frederick Avenue.
5. Observe bridge conditions and immediately report to the Contract Administrator (either by telephone or email) any safety issues, vandalism or graffiti.

#### **QUARTERLY TASKS**

1. Pressure wash bridge quarterly.

**COURTHOUSE SQUARE PARK**

Maryland Avenue at West Montgomery Avenue, Rockville, MD 20850

Size: 1.5 acre park

Areas to be serviced: 820 linear feet of concrete sidewalk  
12 Trash receptacles  
2 Cigarette urns

Frequency, Work Days and Hours:

Weekly cleaning two (2) days a week with a one (1) person crew working three (3) hours per day is recommended for this location. Contractor's crew will work Saturday and Sunday mornings with the exception of Christmas, New Year's Day and Thanksgiving Day.

Cleaning shall take place between the hours of 7AM – 10 AM.

**DAILY TASKS**

1. Empty all trash receptacles on Maryland Avenue between E. Jefferson Street and Middle Lane.
2. Empty all trash receptacles on Courthouse Square between Maryland Avenue and N. Washington Street.
3. Empty all trash receptacles and cigarette cans in Courthouse Square Park.
4. Clean out trash receptacles and replace with new plastic trash liner.
5. Pick up litter from curbs, sidewalks and landscaped areas.
6. Pick up trash and empty all trash containers, bag and place in dumpster at City Hall, leaving all areas neat and free of trash. While disposing of trash, pick up all loose debris from around dumpster inside and around enclosure and deposit in dumpster. Close and secure covers, lids and dumpster gates.

**CITY OF ROCKVILLE  
ROCKVILLE, MARYLAND**

**BID PROPOSAL FORM  
INVITATION FOR BID 19-16  
JANITORIAL SERVICES**

IN ACCORDANCE WITH ALL TERMS, SPECIFICATIONS AND REQUIREMENTS, WE PROPOSE TO FURNISH ALL LABOR, EQUIPMENT, MATERIALS AND SERVICES AND THE PERFORMANCE OF ALL WORK NECESSARY FOR JANITORIAL SERVICES.

	LOCATION	MONTHLY PRICE		TOTAL
1	City Hall	\$	X 24 Months =	\$
2	Rockville Swim Center	\$	X 24 Months =	\$
3	Monroe Street Elevator and Promenade	\$	X 24 Months =	\$
4	Water Treatment Plant	\$	X 24 Months =	\$
5	Lincoln Park Community Center and Gym	\$	X 24 Months =	\$
6	Montrose Community Center	\$	X 24 Months =	\$
7	City Police Station	\$	X 24 Months =	\$
8	City Police Station Annex	\$	X 24 Months =	\$
9	Unity Bridge	\$	X 24 Months =	\$
10	Courthouse Square Park	\$	X 24 Months =	\$
<b>GRAND TOTAL (1 – 10 ABOVE)</b>				<b>\$</b>

**Grand Total in Words:**

\_\_\_\_\_ (\$\_\_\_\_\_)

The City reserves the right to add or delete any location(s) without affecting the bid prices for the remaining locations.

**HOURLY SERVICES PROVIDED**

Though the bid is a fixed price for the services provided at each location, bidders are required to provide estimated weekly staff hours for each location.

<b>Facility</b>	<b># of Staff</b>	<b># Hours/Day/Staff</b>	<b>Days/Week</b>	<b>Weekly Total</b>
Rockville City Hall	_____ X _____ = _____	X 5 = _____		
Rockville Swim Center	_____ X _____ = _____	X 7 = _____		
Monroe Street Elevator	_____ X _____ = _____	X 5 = _____		
Water Treatment Plant	_____ X _____ = _____	X 1 = _____		
Lincoln Park Community Center	_____ X _____ = _____	X 7 = _____		
City Police Department	_____ X _____ = _____	X 6 = _____		
City Police Department Annex	_____ X _____ = _____	X 6 = _____		
Unity Bridge	_____ X _____ = _____	X 3 = _____		
Courthouse Square Park	_____ X _____ = _____	X 2 = _____		

**TOTAL HOURS PER WEEK**

\_\_\_\_\_

**ADDITIONAL JANITORIAL SERVICES**

Prices quoted are for additional janitorial services and shall include all labor, materials and equipment required to perform the service on an as need basis when requested during the contract period.

**Description****Unit Price**

Cost for additional janitorial services \$\_\_\_\_\_ square foot

Hourly rate for janitorial porter service \$\_\_\_\_\_ per hour

Hourly rate for bodily fluid clean-up \$\_\_\_\_\_ per hour

Window washing services \$\_\_\_\_\_ per hour

Carpet steam cleaning \$\_\_\_\_\_ square foot

Pressure washing services \$\_\_\_\_\_ square foot

What is the ratio of employees to each supervisor?

\_\_\_\_\_

Number of full time employees at your firm:

\_\_\_\_\_



## **EMERGENCY AND NON EMERGENCY CONTACT INFORMATION**

Normal Business Hours (between 7 a.m. – 6 p.m., Monday – Friday):

CONTACT NAME(S): \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Emergency Contact: (after 6 p.m., Monday – Friday and all day Saturday and Sunday):

CONTACT NAME(S): \_\_\_\_\_

TELEPHONE NUMBER(S): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## **LIST OF JANITORIAL PRODUCT SUPPLIERS**

Identify the names of all suppliers who will be providing products under this contract.

(A) \_\_\_\_\_

(B) \_\_\_\_\_

(C) \_\_\_\_\_

## **CLEANING SUPPLIES AND PRODUCTS/EQUIPMENT**

Contractor will be required to submit a list of cleaning products and supplies with applicable MSDS sheets in accordance with the requirements stated in Attachment 1, Supply List on page 51, and is also required to submit a list of equipment to include currently owned equipment and specific quantities prior to award in accordance with the requirements stated in Attachment 2, Equipment List on page 52.

Confirm that you have read the requirements and that your firm will be able to provide a list of products and equipment that meet the standards required by the City.

\_\_\_\_\_ YES

## **ADDENDA**

Acknowledgment is hereby made of the following Addenda, if any, (identified by number) received since issuance of this bid: \_\_\_\_\_.

## **W9**

The awarded vendor is also required to complete and submit a W-9 Form. The W-9 form can be accessed at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>

It is the vendor's responsibility to act upon this instruction for submitting a W-9 form. The City will **not** be able to process payments if this form is not completed and submitted to the Purchasing Division.

## **INSURANCE**

If awarded, the Contractor will be required to submit a certificate of insurance including endorsements and a waiver of subrogation in accordance with the City of Rockville's Insurance Requirements pages 13-14.

Confirm that you have read the Insurance Requirements and that your firm will be able to submit the certificate of insurance, waiver of subrogation and endorsement documents as specified.

\_\_\_\_\_ YES

**SUBMITTALS**

**The following items shall be submitted with the bid to include one original and one copy of each:**

- a. Bid Proposal Forms (pgs. 47-49)
- b. Bidder Certification Document (pgs. 50-51)
- c. Bid Bond (pg. 5)
- d. Performance Bond (pg. 5, 61-62)
- e. Contractor Information Report (pg. 54-55)
- f. Reference Form (pgs. 56-57)
- g. W9 (pg. 49)
- h. Affidavit (pg. 58)
- i. COG Rider (pg. 63)
- j. Supply List (pg. 52)
- k. Equipment List (pg. 53)
- l. Financial statements for the past two (2) years (pgs. 16-17 under 8. References)

THE BIDDER IS HEREBY NOTIFIED THAT THIS DOCUMENT SHALL BE SIGNED IN INK IN ORDER FOR THE BID TO BE ACCEPTED. BY SIGNING, THE BIDDER CERTIFIES THAT HE/SHE WILL COMPLY IN EVERY ASPECT WITH THESE SPECIFICATIONS.

The bid, if submitted by an individual, shall be signed by an individual; if submitted by a partnership, shall be signed by such member or members of the partnership as have authority to bind the partnership; if submitted by a corporation the same shall be signed by the President and attested by the Secretary or an Assistant Secretary. If not signed by the President as aforesaid, there must be attached a copy of that portion of the By-Laws, or a copy of a Board resolution, duly certified by the Secretary, showing the authority of the person so signing on behalf of the corporation. In lieu thereof, the corporation may file such evidence with the Administration, duly certified by the Secretary, together with a list of the names of those officers having authority to execute documents on behalf of the corporation, duly certified by the Secretary, which listing shall remain in full force and effect until such time as the Administration is advised in writing to the contrary. In any case where a bid is signed by an Attorney in Fact the same must be accompanied by a copy of the appointing document, duly certified.

**IF AN INDIVIDUAL:**

NAME: \_\_\_\_\_

\_\_\_\_\_ Street and/or P.O. Box

\_\_\_\_\_ City State Zip Code Fed ID or SSN

\_\_\_\_\_ (SEAL)

Signature Date

\_\_\_\_\_ Print Signature

WITNESS: \_\_\_\_\_

Signature

\_\_\_\_\_ Print Signature

**IF A PARTNERSHIP:**

NAME OF PARTNERSHIP: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City State Zip Code Fed ID or SSN

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Member Signature Date

\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Signature

**IF A CORPORATION:**

NAME OF CORPORATION: \_\_\_\_\_

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City State Zip Code Fed ID or SSN

STATE OF INCORPORATION: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL) \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Signature

TITLE: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Print Signature

**REMITTANCE ADDRESS** (if different than above)

\_\_\_\_\_  
Street and/or P.O. Box

\_\_\_\_\_  
City State Zip Code

**ATTACHMENT #1****SUPPLY LIST**

Contractor is required to complete the supply list below. Contractor is advised that the list is by no means exhaustive and the responsibility of providing the supplies necessary and essential for performing the work specified in the contract rests with the Contractor.

ITEM	BRAND	MEETS ENVIRONMENTAL STANDARD (Y OR N)	NUMBER OF ITEMS CURRENTLY POSESSED
Plastic Trash Can Liners			
Paper Towels, Recycled, C-Fold			
Paper Towels, Recycled, Roll			
Two-Ply Toilet Paper, Recycled			
Hand Soap, Anti-Bacterial			
Toilet Seat Covers			
Glass/Window Cleaner			
Bathroom Cleaner			
Toilet Bowl Cleaner			
Multi-Purpose Cleaner			
Floor Care Cleaner			
Floor Stripper			
Floor Finisher			
Floor Sealer			
Floor Polish			
Metal Polish			
Wood Furniture Polish			
Carpet Spot/Stain Remover			
Carpet Cleaner			
Vinyl Floor Cleaner			
Gum Remover			

**ATTACHMENT #2****EQUIPMENT LIST**

Contractor is required to complete the equipment list below and submit with the bid. Contractor is advised that the list is by no means exhaustive and the responsibility of providing the equipment necessary and essential for performing the work specified in the contract rests with the Contractor.

ITEM	MANUFACTURER/MODEL (where applicable)	MINIMUM REQUIRED QUANTITY	NUMBER OF ITEMS CURRENTLY POSSESSED (PRE- AWARD)
Vacuum		2	
Wet/Dry Vacuum		4	
High/Low Speed Floor Buffer		4	
Backpack Vacuum		8	
Floor Scrubber		4	
Floor Polisher		6	
Carpet Cleaner		4	
Power Sweepers		2	
Pressure Washer (minimum 2000-3000 psi, 4 gallon/minute flow rate)		1	
Portable Water Tank (for pressure washing)		1	
Brooms – Indoor/Outdoor			
Dustpans			
Mops – Dust			
Mops – Wet			
Bucket with Wringer			
Wet Floor Caution Signs			
Mobile Trash Cans w/Caddy			
Other Cleaning Items Required a. Lint Free Clothes b. Window Cleaning Equipment c. Toilet Brushes/Scrubbers d. Sponges			

## CONTRACTOR'S INFORMATION REPORT/REFERENCES

In order to be considered for award the Bidder must complete in its entirety and submit with the bid. The bidder must answer all questions. If a question does not pertain to the bidder's organization in any way, indicate that fact with the symbol N/A. If additional space is required, attach continuation sheets and clearly indicate the question being answered. The City reserves the right to verify any information contained within this report and to request additional information or clarification.

The City may make such investigation, as it deems necessary to determine the ability of the Bidder to furnish the services. The City reserves the right to reject any bid if the evidence submitted by or investigation of such bidder, including past performance with the City of Rockville, fails to satisfy the City that such bidder is properly qualified to carry out the obligations of the contract and deliver the services herein.

Submitted by \_\_\_\_\_  
 Name of Firm: \_\_\_\_\_

1. How many years has your organization been in the janitorial services business under your present business name? \_\_\_\_\_
2. How many years has your present organization been actively engaged in the type of work to be performed under this contract? \_\_\_\_\_
3. Under what other or former names has your organization operated and dates of operation under those names? \_\_\_\_\_
4. If a corporation, answer the following:  
 Date of incorporation \_\_\_\_\_  
 State of incorporation \_\_\_\_\_  
 President's name: \_\_\_\_\_  
 Vice-president(s) name: \_\_\_\_\_  
 Secretary's name: \_\_\_\_\_  
 Treasurer's name: \_\_\_\_\_  
  
 If an individual or a partnership, answer the following:  
 Date of organization: \_\_\_\_\_
5. Name and address of all partners (State whether general or limited partnership)
6. List states and categories in which your organization is legally qualified to do business. Indicate registration or license numbers, if applicable. List states in which partnership or trade name is filed.

7. State that you will provide a copy of your company's audited financial statements for the past two (2) years, if requested by the City of Rockville.
8. Confirm that your firm will provide a financial rating of your company and any documentation (such as a Dunn and Bradstreet Analysis), which indicates the financial stability of your company, if requested by the City of Rockville.
9. Is your company currently for sale or involved in any transaction to expend or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
10. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with The City of Rockville.
11. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

**REFERENCES**

The City of Rockville reserves the right to reject bids from any bidder not meeting the minimum qualifications. The bidder shall be a competent and experienced contractor with an established reputation within the community. The bidder shall have performed similar work for a minimum period of five (5) years. Bidder shall furnish a representative list of five (5) projects involving work as specified, two of which shall be the last jobs completed.

1. Company Name\_\_\_\_\_

Address:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Current phone #:\_\_\_\_\_

Contract Amount:\_\_\_\_\_ Name of your project supervisor:\_\_\_\_\_

Contract Term: \_\_\_\_\_

Percent of work by own forces:\_\_\_\_\_ (if applicable)

Description:\_\_\_\_\_

\_\_\_\_\_

2. Company Name\_\_\_\_\_

Address:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Current phone #:\_\_\_\_\_

Contract Amount:\_\_\_\_\_ Name of your project supervisor:\_\_\_\_\_

Contract Term: \_\_\_\_\_

Percent of work by own forces:\_\_\_\_\_ (if applicable)

Description:\_\_\_\_\_

\_\_\_\_\_

3. Company Name\_\_\_\_\_

Address:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Current phone #:\_\_\_\_\_

Contract Amount\_\_\_\_\_ Name of your project supervisor:\_\_\_\_\_

Contract Term: \_\_\_\_\_

Percent of work by own forces:\_\_\_\_\_ (if applicable)

Description:\_\_\_\_\_

\_\_\_\_\_



**LIST TWO CURRENT CONTRACTS COMPLETED BY YOUR FIRM.**

4. Company Name\_\_\_\_\_

Address:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Current phone #:\_\_\_\_\_

Contract Amount\_\_\_\_\_ Name of your project supervisor:\_\_\_\_\_

Contract Term: \_\_\_\_\_

Percent of work by own forces:\_\_\_\_\_ (if applicable)

Description:\_\_\_\_\_

\_\_\_\_\_

5. Company Name\_\_\_\_\_

Address:\_\_\_\_\_

Contact Person:\_\_\_\_\_ Current phone #:\_\_\_\_\_

Contract Amount\_\_\_\_\_ Name of your project supervisor:\_\_\_\_\_

Contract Term: \_\_\_\_\_

Percent of work by own forces:\_\_\_\_\_ (if applicable)

Description:\_\_\_\_\_

\_\_\_\_\_

**A F F I D A V I T**

**I hereby affirm that:**

**I am the \_\_\_\_\_ and the duly authorized representative of the firm of \_\_\_\_\_ whose address is \_\_\_\_\_**

**and that I possess the legal authority to make this affidavit on behalf of myself and the firm for which I am acting.**

**I further affirm: AFFIDAVIT OF QUALIFICATION TO CONTRACT WITH A PUBLIC BODY**

1. Except as described in Paragraph 2 below, neither I nor the above firm nor, to the best of my knowledge, any of its controlling stockholders, officers, directors, or partners, performing contracts with any public body (the State or any unit thereof, or any local governmental entity in the state, including any bi-county or multi-county entity), has:

A. been convicted under the laws of the State of Maryland, any other state, or the United States of any of the following:

- (1) bribery, attempted bribery, or conspiracy to bribe.
- (2) a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract.
- (3) fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property.
- (4) a criminal violation of an anti-trust statute.
- (5) a violation of the Racketeer Influenced and Corrupt Organization act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract.
- (6) a violation of Section 14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland.
- (7) conspiracy to commit any of the foregoing.

B. pled nolo contendere to, or received probation before verdict for, a charge of any offense set forth in subsection A of this paragraph.

C. been found civilly liable under an anti-trust statute of the State of Maryland, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

D. during the course of an official investigation or other proceeding, admitted, in writing or under oath, an act or omission that would constitute grounds for conviction or liability under any law or statute described in subsection A or C of this paragraph.

2. [State "none," or as appropriate, list any conviction, plea or admission as described in Paragraph 1 above, with the date, court, official or administrative body, the individuals involved and their position with the firm, and the sentence or disposition, if any]. \_\_\_\_\_

3. I further affirm that neither I nor the above firm shall knowingly enter into a contract with the Mayor and Council of Rockville under which a person or business debarred or suspended from contracting with a public body under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland, will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I acknowledge that this Affidavit is to be furnished to the Mayor and Council of Rockville and, where appropriate, to the State Board of Public Works and to the Attorney General. I acknowledge that I am executing this Affidavit in compliance with the provisions of Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland which provides that persons who have engaged in certain prohibited activity may be disqualified, either by operation in law or after a hearing, from entering into contracts with the Mayor and Council of Rockville. I further acknowledge that if the representations set forth in this Affidavit are not true and correct, the Mayor and Council of Rockville may terminate any contract awarded, and take any other appropriate action.

**NON—COLLUSION AFFIDAVIT**

1. Am fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

2. Such bid is genuine and is not a collusive or sham bid

3. Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Mayor and Council of Rockville, Maryland (Local Public Agency) or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant

**I do solemnly declare and affirm under the penalties of perjury that the contents of these affidavits are true and correct.**

**Signature and Title \_\_\_\_\_ Date \_\_\_\_\_**

# S A M P L E C O N T R A C T

## For Machinery, Supplies, and/or Services

### STANDARD FORM OF AGREEMENT BETWEEN THE CITY OF ROCKVILLE AND SUPPLIER OR CONTRACTOR

This Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between  
THE MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND, hereinafter referred to as the "COUNCIL" and  
(A) \_\_\_\_\_

hereinafter referred to as the "CONTRACTOR".

WITNESSETH, that the CONTRACTOR and the COUNCIL for the consideration hereinafter named, agree as follows:

**ARTICLE 1.** The COUNCIL agrees to pay the CONTRACTOR for the performance of the contract the  
sum  
of \_\_\_\_\_ dollars (\$\_\_\_\_\_)

**ARTICLE 2.** The CONTRACTOR agrees to furnish performance and payment bonds in such form as shall be acceptable to the COUNCIL, where required in the invitation for bid or the request for quotation, or where required by Maryland Law.

**ARTICLE 3.** The CONTRACTOR agrees to furnish all of the machines, equipment, material, and/or labor  
Described in the specifications entitled \_\_\_\_\_

**ARTICLE 4.** The COUNCIL may make any alterations, deviations, additions or omissions from the aforesaid specifications, which it may deem proper, without affecting or making void this contract; and in such cases the COUNCIL shall value or appraise such alterations and recommend the amount added to or deducted from the amount herein agreed to be paid to the CONTRACTOR for the excess or deficiency occasioned by such alterations. In case any alterations or deviations are made, such further time may be allowed for completion of the work, caused by such alterations or deviations as the purchasing agent or an appropriate department head of the City of Rockville shall decide to be reasonable.

**ARTICLE 5.** If the CONTRACTOR shall be adjudged bankrupt or if he shall make a general assignment for the benefit of his creditors, or if a Receiver shall be appointed on account of his insolvency, or if he shall persistently or repeatedly refuse or shall fail, except in case where extension of time is provided, to supply enough properly skilled workmen or proper materials or if he should fail to make prompt payment to subcontractors for materials or labor, or disregard law, ordinances or the instructions of the COUNCIL or otherwise be guilty of substantial violation of any provision of this Agreement, then the COUNCIL may, without prejudice to any other right or remedy, and after giving the CONTRACTOR reasonable notice, terminate the employment of the CONTRACTOR and take possession of the machines, equipment and material already delivered or in process of delivery.

**ARTICLE 6.** The CONTRACTOR and the COUNCIL agree that this Agreement, the Invitation for Bid or the request for quotation and all of the specifications therewith and all modifications thereof constitute the Contract, and that they are fully a part of the Contract as if hereto attached or herein repeated and that for themselves and each of them, their successors, personal representatives and assigns hereby agree to the performance of the covenants herein contained.

**ARTICLE 7.** The CONTRACTOR, with the execution of this Contract, makes assurance that all materials necessary for the completion of this project are now available to him or will be available so as not to cause delay in the time specified for completion, nor will there be any further expense to the COUNCIL by reason of any special expense imposed by his supplier or fabricator after this Contract is executed.

**ARTICLE 8.** The CONTRACTOR at all times shall observe and comply with all Federal and State Laws and local laws, ordinances and regulations in any manner affecting the conduct of the work; and all such other orders or decrees as exist at present and those which may be enacted later, of bodies or tribunals having any jurisdiction or authority over the work, and shall indemnify and save harmless the Mayor and Council and all of its officers, agents, and servants against any claim or liability arising from or based on the violation of any such laws, by-laws, ordinances, regulations, orders or decrees whether by himself or \_\_\_\_\_ his \_\_\_\_\_ employees.

The CONTRACTOR shall indemnify and save harmless the Mayor and Council of Rockville, Maryland, and all its officers, agents and servants from all suits, actions and damages and costs, of every name and description to which the COUNCIL may be subjected or put by reason of injury to persons or property as a result of the work, whether caused by negligence or carelessness on the part of the CONTRACTOR, his servants or agents or to other cause.

IN WITNESS WHEREOF, the said (A) \_\_\_\_\_ and the COUNCIL have caused these presents to be signed and sealed.

For  
Corporations.

Corporation: \_\_\_\_\_

\*By: \_\_\_\_\_ (Seal)

(Either president or vice-president. If other person is authorized, authorization in form of corporate resolution must be attached.)

Witness: \_\_\_\_\_

(Should be secretary or Asst. secretary.)

\*Corporate seal must be impressed through name of person signing for corporation.

For individuals  
or partnerships.

Name: \_\_\_\_\_ (Seal)

(Either owner or partner)

Witness: \_\_\_\_\_

**MAYOR AND COUNCIL OF ROCKVILLE, MARYLAND**

By \_\_\_\_\_ (Seal)

City Manager

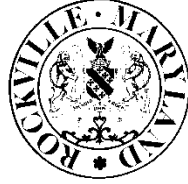
**ATTEST:**

\_\_\_\_\_  
City Clerk

Approved as to form and legality

\_\_\_\_\_  
City Attorney

NOTE (A): The CONTRACTOR shall enter the exact name of the business. An individual trading as a company shall enter: John Doe t/a Doe Masonry Company.



## CONTRACT PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we (1) \_\_\_\_\_  
 \_\_\_\_\_ a (2) \_\_\_\_\_  
 hereinafter called "Principal" and (3) \_\_\_\_\_  
 of \_\_\_\_\_, State of \_\_\_\_\_ hereinafter called the "Surety", are held and  
 firmly bound unto (4) The Mayor and Council of Rockville, Maryland, hereinafter called "Owner", in the penal sum  
 of (25% of Contract Amount) \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in  
 lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our  
 heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that Whereas, the Principal entered into a certain contract  
 with the Owner, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, a copy of which is hereto attached and made a  
 part hereof for the construction of: IFB 19-16, Janitorial Services through 6/30/17.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings,  
 covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extensions  
 thereof which may be granted by the Owner, with or without notice to the Surety, and if he shall satisfy all claims  
 and demands incurred under such contract, and shall fully indemnify and save harmless the Owner from all costs and  
 damages which it may suffer by reason of failure to do so, and shall reimburse and repay the Owner all outlay and  
 expense which the Owner may incur in making good any default, then this obligation shall be void; otherwise to  
 remain in full force and effect.

PROVIDED, FURTHER, that the said Surety, for value received hereby stipulates and agrees that no change,  
 extension of time, alteration or addition to the terms of the contract or to the work to be performed thereunder or the  
 specifications accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive  
 notice of any such change, extension of time, alteration or addition to the terms of the contract or to the work or to  
 the specifications.

CONTRACT PERFORMANCE BOND CONTINUED

PROVIDED, FURTHER, that no final settlement between the Owner and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IT WITNESS WHEREOF, this instrument is executed in two (2) counterparts, each one of which shall be deemed an original, this the day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

_____	_____
Corporate Secretary or Asst. Secretary	Principal
_____	By _____ (Seal)
(Print or Type Name and Title)	President or Vice President
_____	_____
(Print or Type Name and Title)	(Print or Type Name and Title)

\_\_\_\_\_  
(Address)

ATTEST:

_____	_____
Witness as to Surety	Surety
_____	By _____ (Seal)
(Print or Type Name and Title)	Attorney-in-Fact
_____	_____
(Print or Type Name and Title)	(Print or Type Name)

_____	_____
(Address)	(Address)

NOTE: Date of Bond must **not** be prior to date of Contract.

- (1) Correct name of Contractor
- (2) A Corporation, a Partnership or an Individual
- (3) Name of Surety
- (4) Name of Owner
- (5) If Contract is Partnership, all partners should execute bond

## Metropolitan Washington Council of Governments Rider Clause

### USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

- A. If authorized by the bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.
- D. It is the awarded Contractor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
- F. The City Of Rockville shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.

#### BIDDER'S AUTHORIZATION TO EXTEND CONTRACT TO:

Yes / No	Jurisdiction	Yes / No	Jurisdiction
	Alexandria, Virginia		Alexandria Public Schools
	Alexandria Sanitation Authority		Arlington County, Virginia
	Arlington County Public Schools		Bowie, Maryland
	Charles County Public Schools		College Park, Maryland
	Culpeper County, Virginia		District of Columbia
	District of Columbia Courts		District of Columbia Public Schools
	District of Columbia Water & Sewer Auth.		Fairfax, Virginia
	Fairfax County, Virginia		Fairfax County Water Authority
	Falls Church, Virginia		Fauquier County Schools & Government, Virginia
	Frederick, Maryland		Frederick County, Maryland
	Gaithersburg, Maryland		Greenbelt, Maryland
	Herndon, Virginia		Loudoun County
	Loudoun County Public Schools		Loudoun County Sanitation Authority
	Manassas, Virginia		City of Manassas Public Schools
	Manassas Park, Virginia		Maryland-National Capital Park & Planning Comm.
	Metropolitan Washington Airports Authority		Metropolitan Washington Council of Governments
	Montgomery College		Montgomery County, Maryland
	Montgomery County Public Schools		Prince George's County, Maryland
	Prince George's Public Schools		Prince William County, Virginia
	Prince William County Public Schools		Prince William County Service Authority
	Rockville, Maryland		Spotsylvania County Schools
	Stafford County, Virginia		Takoma Park, Maryland
	Upper Occoquan Sewage Authority		Vienna, Virginia
	Washington Metropolitan Area Transit Authority		Washington Suburban Sanitary Commission
	Winchester, Virginia		